

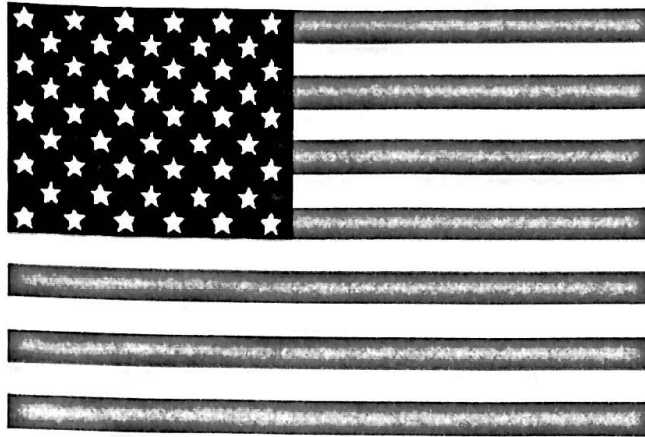


2013 INTERN MANUAL

OFFICE OF
SPEAKER JOHN A. BOEHNER

Chairmen

Agriculture	Frank Lucas
Appropriation	Harold Rogers
Armed Services	Buck McKeon
Budget	Paul Ryan
Education and Workforce	John Kline
Education and Commerce	Fred Upton
Ethics	Jo Bonner
Financial Services	Jeb Hensarling
Foreign Affairs	Ed Royce
Homeland Security	Mike McCaul
House Admin	Candice Miller
Judiciary	Bob Goodlatte
Nat. Rec	Doc Hastings
Oversight	Darrell Issa
Rules	Pete Sessions
Science and Technology	Lamar Smith
Small Business	Sam Graves
Transportation and Infrastructure	Bill Shuster
Veteran Affairs	Jeff Miller
Ways and Means	Dave Camp
Intel	Mike Rogers



Greetings, and welcome to Washington, D.C.! First and foremost, congratulations on being selected for an internship in the Office of the Speaker John A. Boehner. Working for the Speaker provides a wonderful opportunity for personal and professional growth. We want this to be an enjoyable and educational experience while you simultaneously contribute to the office on a daily basis. There is no better springboard on Capitol Hill than an internship in the Speaker's Office – but only if you are willing to put in the required work. This manual will serve as your guide to understanding what it takes to be a successful intern in our office.

While the following information may seem overwhelming at first, we assure you that it is quite manageable. Never hesitate to ask questions of other staff members. We are always here for your benefit. Please read the following manual and familiarize yourself with the content as it will guide you during your tenure as an intern in the Speaker's Office.

As a final note, we expect a lot out of our interns. In the words of the Speaker, "If you weren't contributing, then why would we have you here?" Even as an intern you play an integral part in the daily functions of our office, so bear in mind that no matter what you do, you are always contributing.

If you have any questions prior to starting your internship, please contact, as appropriate, Grant Gardner, Maddie Milam, or Will Miller. Each of us are be happy to answer any questions you may have.

Congratulations and welcome!

Will Miller—Office of the Speaker
(202) 225-5550
will.miller@mail.house.gov

Maddie Milam—Congressman Boehner
(202) 226-3219
maddie.milam@mail.house.gov

Grant Gardner—Congressman Boehner
(202) 225-56296
will.miller@mail.house.gov

2013 Boehner Team

Our Vision

A better America based on individual freedom and opportunity, empowered citizens, personal and community responsibility, and greater trust between citizens and our government.

Our Mission

To serve, and connect conservative solutions to everyday problems, stop policies that threaten our freedom and hurt our economy, and strengthen our party for the future.

Our Principles

Servant Leadership
Integrity
Teamwork
Excellence
Courage

Determination
Respect
Optimism
Confidence

Speaker John A. Boehner

John A. Boehner (bay-ner) serves as Speaker of the United States House of Representatives. Elected to represent the Eighth Congressional District of Ohio for a 12th term in November 2012, John is a national leader in the drive for a smaller, less costly, and more accountable federal government.

The second oldest of 12 brothers and sisters, John has lived in southwest Ohio his entire life. He grew up mopping floors and waiting tables at his family's tavern, Andy's Cafe, and played football for legendary coach Gerry Faust at Cincinnati's Moeller High School, where he graduated in 1968.

After high school, John worked several jobs to pay his way through Xavier University. While working as a night janitor he met Debbie – now his wife of 39 years – and in 1977 earned his bachelor's degree in business. John and Debbie raised two daughters, Lindsay and Tricia, in the northern Cincinnati suburb of West Chester where they still live today.

John went on to run a small business in the plastics and packaging industry. His experience in the private sector – meeting a payroll, paying taxes, dealing with government red tape – prepared him well to be a reformer in the public sector.

John's first run for public office was for a spot on his neighborhood homeowners association, followed by a seat on his township board of trustees. He was elected to the Ohio General Assembly in 1984 where he served until the voters of southwest Ohio sent him to Congress.

Elected to Congress in 1990, John quickly became a voice for reform. First, he adopted a "no earmarks" policy that he carries with him to this day. And as part of the "Gang of Seven," he and fellow lawmakers took on the House establishment – Democrats and Republicans. Together, they successfully closed the scandal-riddled House Bank, uncovered "dine-and-dash" practices at the House Restaurant, and exposed drug sales and cozy cash-for-stamps deals at the House Post Office.

In 1994, John was instrumental in crafting the landmark Contract with America. One of the Contract's cornerstones – the Congressional Accountability Act, which required lawmakers to live under the same rules and regulations as the rest of the nation – bears the unmistakable print of his drive to change the way Congress works.

After Republicans won their first Congressional majority in several decades, John's colleagues elected him to serve as House GOP Conference Chairman in the 104th and 105th Congress. In that role, John was a powerful voice in the fight to force Washington to stick to the strict spending limits in the Balanced Budget Act that let the economy grow and led to the first budget surplus in a generation. As a member of the House Agriculture Committee, John authored the Freedom to Farm Act, legislation reforming the Soviet-style farm subsidy programs that punish farmers and taxpayers alike. And in 1999, as Vice-Chairman of the House Administration Committee, John joined House leaders to announce the first-ever "clean" independent audit of the House, a reform he first called for as a member of the Gang of Seven in 1992.

From 2001 to 2006, John served as chairman of the House Committee on Education & the Workforce. There he co-wrote the bill establishing the first private school choice program in the District of Columbia, and worked with other reformers to ensure parental choice provisions were included in the

bipartisan No Child Left Behind Act to reinforce its goal of bringing greater accountability to taxpayer-funded education programs.

Boehner's reputation as a serious legislator focused on real solutions continued with enactment of the Pension Protection Act – the most sweeping reform of America's pension laws in more than 30 years – which helped to ensure workers can count on their benefits when they retire.

In 2006, John was elected by his colleagues to serve as House Majority Leader. On his watch, the House passed the first budget that held the line on spending in several years and adopted the first-ever reforms making the earmark process open and accountable. In 2007, John began his tenure as House Republican Leader. In that role, he united Republicans against job-destroying bills like ObamaCare and the Democrats' "cap and trade" national energy tax that were passed over the objections of the American people. And he helped ensure that our troops in harm's way continued to receive the funding and resources they needed to succeed.

Under John's leadership, Republicans launched several efforts to develop better, principled solutions to the challenges facing families and small businesses. Among them: the GOP State Solutions project, an initiative aimed at bringing reform-minded Republicans at the state and federal levels together to promote common-sense solutions from outside the Beltway. Also, the innovative America Speaking Out project which gave Americans a platform to discuss and share their priorities with national leaders – a platform that led to the Pledge to America, Republicans' new governing agenda for the country.

On November 17, 2010 – his 61st birthday – Boehner was elected by his colleagues to serve as Speaker-designate, and on January 5, 2011 he swore in the 112th Congress as the 53rd Speaker of the House. John was re-elected by the House on January 3, 2013 to serve a second term as Speaker for the 113th Congress.

Under his leadership, the House majority has worked to make the legislative process more open and to ensure the priorities of the American people are reflected in the priorities of lawmakers. John led the drive for an aggressive set of reforms that require bills to be posted online at least three days before a vote, make it easier to cut spending, require legislation to cite its authority in the Constitution, and more.

John also led House Republicans in adopting the first ban on "earmarks" – the secretive, pork-barrel spending he has opposed since his first days in Congress. Today, Speaker Boehner is focused on removing government barriers to private-sector job creation and economic growth, cutting government spending, reforming Congress, and rebuilding the bonds of trust between the American people and their representatives in Washington.

"BOEHNERLAND"

You will hear the term Boehnerland frequently within our office. Boehnerland is comprised of several entities spread across D.C., Ohio, and beyond:

- The Office of the Speaker of the House
- Washington, DC, Personal/Congressional Office
- Butler County District Office
- Miami County District Office
- Clark County District Office
- Team Boehner
- Friends of John Boehner
- Boehner Alumni

Boehnerland is unique and special. To understand the concept of Boehnerland, review the 2013 Boehner Team goal page at the beginning of the manual. You will have the privilege and joy to come to a full understanding of the term during your time as an intern. Keep in mind, "No one ever leaves Boehnerland!"

SPEAKER OF THE HOUSE
JOHN BOEHNER

113th Congress –Staff Directory



"Whoa, Whoa, Whoa, Whoa, Whoa"

Leadership Office



Tommy Andrews



Bryant Avondoglio



Alex Becker



Billy Benjamin



Kristene Blake



Kathryn Boyd



Sofia Boza



Kevin Boland



Maryam Brown



Brendan Buck



Andy Bunker



Ed Cassidy



Johnny DeStefano



Seton Easby-Smith



Jared Eichorn



Betsy Embler



Pat Finnegan



Maura Gillespie



Bill Greene



Katherine Haley



Raul Henriquez



Tim Harroun



Charlotte Ivanciel



Cindy Herrle



Kyla Kamis



Will Kinzel



Trevor Kolego



Justin Lampert



Maria Lohmeyer



Brett Loper



Amy Lozupone



Kate Lukeman



Will Miller



Annie Minkler



Rebecca Propp



Ramsey Ratcliffe



Heather Reed



Michael Ricci



Mike Sager



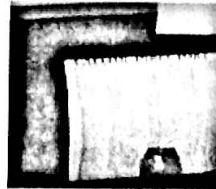
Dave Schnittger



Don Seymour



Mike Sommers



David Stewart



Jen Stewart



Michael Steel



Kevin Smith



Jo Marie St. Martin



Lydia Strunk



Anne Thorson

Personal Office



Brittany Bramell



Natasha Eckard



Grant Gardner



Maura Kantakevich



Mick Krieger



Danny Levia



Derek Walter



Maddie Milam



Tyler Williams

District Offices



Austin Bingham



Erin Clemons



Ryan Day



Frank DeBrosse



Nicholas Domsitz



Matt Ferguson



Angie Harrah



Sharon Hughes



Brody Nein



Tristan Weis

1011

Capitol

Miscellaneous

Team Boehner



Kevin McGrann



Caitlin Franklin



Curtis Isakson



Nick Flocken



Catherine Hansen



John Criscuolo



Sean Finnerty



Grant Saunders



Lauren Hammel



Erin Boyle



Grace Huffman



Emily Stier



Alex Miehl



Cory Fritz

1011

Capitol

Scellaneous

WHAT TO KNOW

On the First Day

- Look over the Intern Binder and study tour facts.
- Get your intern id paperwork from Maddie Milam or Will Miller.
- Get your computer login/password from Maddie Milam or Will Miller.
- Get familiar with the copier/fax machine.
- Introduce yourself to your new co-workers and fellow interns.

Attendance and Expectations

The in-session workday is from 9:00 a.m. – 6:00 p.m. When Congress is in session, staff does not leave until votes are finished for the day and Speaker Boehner has officially left the office. The workday when the Congress is out of session is from 9:00 a.m. – 5:00 p.m. Interns are not required to stay until session concludes, but you must check in with the intern coordinator prior to departure.

If you know you will be out of the office, you must let the Intern Coordinator know one week in advance so that changes can be made to the schedule.

If an emergency arises due to sickness, family emergencies, transportation issues, etc., you MUST contact your Intern Coordinator as soon as possible. We understand that things happen; we just want to make sure that you are OK and safe while in Washington, D.C.

Intern Coordinator Contact Information

Grant Gardner
grant.gardner@mail.house.gov
(970) 819-4760

Maddie Milam
maddie.milam@mail.house.gov
(662) 801-7061

Will Miller
will.miller@mail.house.gov
(404) 372-6558

or

Amy Lozupone
amy.lozupone@mail.house.gov
(202) 225-2295

Addressing the Speaker

Interns often ask, "How do I address John Boehner?" Speaker Boehner (bay-ner), Congressman Boehner, Mr. Boehner. These are all acceptable names. He is a very smart, easy going, and personable man to work for. JAB (John Andrew Boehner), you'll often see or hear staffers within Boehnerland refer to him as this, believes that everyone is equal within the office and everyone plays an invaluable role. If you weren't essential, why would you be here?

What to Wear

- **Attire for Gentlemen:** When the House is in session, attire required for gentlemen is a suit or coat and tie, dress slacks, and business dress shoes. When the House is not in session, attire for gentlemen is khakis or jeans and a button-down shirt.
- **Attire for Ladies:** When the House is in session, business attire for ladies should consist of suits or business dresses or skirts and dress tops. Keep a jacket or sweater on hand if shoulders are uncovered. When wearing skirts or dresses, the length of the skirt or dress should be professional. Close-toed shoes are recommended. No flip flops. Do not put us in a position to remind or suggest what qualifies as proper attire.

Congressional Photo Identification Card

Congressional photo identification cards are issued to interns, allowing them to enter any House, Senate or Capitol building entrance from 5:00 a.m. to 8:00 p.m. seven days a week. Identification cards must be returned on your last day to Maddie, Grant, or Will, as appropriate.

Your ID is essential to get everywhere – to get into the Capitol, to ride the tram and walk in the underground tunnels – you can also use it at the Library of Congress.

How to get your Intern ID

Your intern coordinator will provide you with a Congressional Staff ID Request Form. Once you arrive, you will need to take a photo ID to the House ID Office in 321 Cannon House Office Building between the hours of 9:00 a.m. and 5:00 p.m. At the time of your photo, you will receive your congressional Staff ID. Your ID must be displayed at all times.

Capitol Hill Etiquette

While in Washington, you are considered a guest of Speaker Boehner. Please know that you represent the Speaker, during both office hours and free time/weekend events. Capitol Hill is a small world; therefore, staff members and interns are easily identified as to which office they work for. In light of this, we expect the highest standards of conduct and propriety, both on and off the Hill. If you have a question as to whether something is appropriate, either ask, or do not do it. REMEMBER, you are representing Speaker Boehner inside and outside the office.

Facebook, Instagram, and Twitter Etiquette

If your profile contains questionable information, inappropriate pictures, or anything else that you would not want Speaker Boehner to see himself, you should remove them before coming to D.C. You should also not post anything related to our office (including constituent mail/email or phone calls) on your page. You may list that you are an Intern for the U.S. House of Representatives on your Facebook and Twitter page. ***You may not identify the office for which you are working.***

House Office Buildings

Longworth House Office Building (LHOB)

- Seven floors, ground floor and a basement
- Room numbers have four digits beginning with 1, the second number indicates the floor level

Cannon House Office Building (CHOB)

- Five floors and a basement
- Room numbers have three digits with the first digit indicating the floor level
- You have to use a special elevator to get to the fifth floor that is located separately from the main elevators

Rayburn House Office Building (RHOB)

- Room numbers have four digits beginning with 2, the second number indicates the floor level

Food Options within the Capitol Complex

Below are the locations for all of the cafeterias on Capitol Hill and trying out their menu while you are here as an intern. It will be beneficial to know your way around the Capitol Complex, and what better way to learn, than with food.

NAME	LOCATION	HOURS OF OPERATION
Capitol Carryout	Capitol Basement	7:30 a.m. – 5:00 p.m. m-th 7:30 a.m. – 4:00 pm. Fri
The Creamery (Starbucks, ice cream shop)	Longworth B-224A	7:30 a.m. – 4:00 p.m.
C-Store (a convenience store w/ a selection of candies)	Longworth B-224B	9:00 a.m. – 4:00 p.m.
Longworth Café	Longworth B-223	7:30 a.m. – 2:30 p.m.
Rayburn Café	Rayburn B-357	7:30 a.m. – 2:30 p.m.
Rayburn Deli	Rayburn B-236	11:00 a.m. – 5:00 p.m.
Cannon Café	Cannon B-114	7:30 am. – 4:00 p.m. (closed when out of session)
Capitol Visitors Center	Lower Level, CVC	8:30 a.m. – 4:00 p.m.
Russell Carryout	Russell, Basement	7:30 a.m. – 5:00 p.m.
Dirksen North Servery	Dirksen, Basement	11:30 a.m. – 2:30 p.m.
Dirksen South Buffet	Dirksen, Basement	8:00 a.m. – 4:00 p.m.
Dirksen South Convenience	Dirksen, Basement	8:00 a.m. – 6:30 p.m.
Hart Senate Chef	Dirksen/Hart Ground Floor Connecting Corridor	8:00 a.m. – 6:30 p.m.
Refectory (frozen yogurt and snacks)	Capitol, First Floor	8:30 a.m. – 5:00 p.m.

USEFUL WEBSITES

It may be useful to bookmark these websites on your computer—you will use them very often!

Office of the Speaker

This is a great resource for finding fact sheets, press releases, and other information about issues our office is handling. Your intern coordinator will make sure you are signed up to receive the press releases our office sends out. Also, all of the Speaker's press conferences can be viewed live online.

www.speaker.gov

John Boehner's Websites

This website is resourceful for retrieving past press releases and weekly columns, and the Congressman's picture, background and position on certain issues.

<http://boehner.house.gov/>

Internet Quorum (IQ)

This website will be your best friend as you use it to log in constituent mail and other congressional correspondence in the personal office.

http://oh08iq:800/tc_asp/login_attempt.asp?url=/tc_asp/tc_con_search_criteria.asp?

United States House of Representatives

Useful for finding Member and Committee websites, locating a congressional district, viewing the House schedule, etc.

www.house.gov

HouseNet

This website will only be available once you begin your internship, as it is in-house, but you can access all the Dear Colleagues sent out, weekly menus for the cafeterias, Intern lecture series information, and a wealth of other services available.

housenet.house.gov

CQ and National Journal

Good sites to routinely check. Both sites require passwords, which will be provided by staff, to access their content.

<http://corporate.cqrollcall.com/>

<http://www.nationaljournal.com/>

CQ Daily Briefing

David Hawkins writes a daily briefing that gives a great synopsis of what is going on around Capitol Hill. This is a great website to visit each morning, to make sure you are up-to-date with current events.

<http://blogs.rollcall.com/hawkings/>

Congressional Research Service (CRS) – the Library of Congress

This is a good research tool for information about each and every legislative issue that has ever been brought before Congress. Feel free to find an issue area that interests you and read a policy brief. Note: interns may not request information from CRS unless directed by a policy staffer with our office.

<http://www.crs.gov/>

Republican Cloakroom

This website is operated by our Floor Staff. It is updated constantly with current Floor information, vote tallies and schedule updates.

<http://repcloakroom.house.gov/>

Thomas – Legislative Information on the Internet

Check the status of bills dating as far back to the 101st Congress. It is useful when you are tracking legislation the Congressman has sponsored.

<http://thomas.loc.gov/>

House of Representatives' Votes

Check to see how a Member voted on any measure brought up on to the Floor.

<http://clerkhouse.house.gov/votes/votes.asp>

Majority Leader Website

This is useful to view the Floor Schedule and it is also a great resource for finding fact sheets, press releases and other information about issues pertaining to the House and GOP Leadership.

<http://www.majorityleader.gov/>

The White House

Use this website to access the Executive Branch and all of its Departments.

www.whitehouse.gov

Ohio General Assembly

Access this website in order to track and lookup legislation within the State Legislature.

<http://www.legislature.state.oh.us/>

FOX News

Good site to read throughout the day. It is updated every few minutes with the latest breaking news (a lot of our phone callers react to what is on FOX, so stay updated with current events).

www.foxnews.com

Cable News Network (CNN)

Good site to read throughout the day.

www.cnn.com

RULES FOR INTERNSHIP SUCCESS

Prepared by Michael J. Sommers, Chief of Staff, Rep. John Boehner

- Do what you are asked.
- Follow through.
- Don't talk to the press.
- Have a good attitude.
- Always say yes.
- You are not here to change the world.
- Be a sponge.
- Ask questions.
- Nothing is below you.
- Network, network, network.
- Have fun.

ADVICE

- Call coworkers by their first name and address guests with proper titles.
- Ask lots of questions.
- Pay attention during CRS and IQ training.
- Ask Capitol Police for help when you get lost. Always smile and be nice—they protect you all day.
- Understand your main duties are opening, sorting and logging mail and tours—mail and tours are *primary* responsibilities.
- Always have a friendly smile on your face and introduce yourself to constituents when they walk through the door.
- If you are going to be late for work, call your supervisor.
- Write a list of goals you would like to achieve throughout your internship and e-mail a copy to Maddie, Grant or Will. Work on achieving those goals.
- Many high ranking individuals on congressional staffs were once interns. Understand you must pay your dues, but it will come back tenfold in the future.
- Your internship is what you make of it. Ask for more responsibilities, *if you feel you can handle* and execute them. Be proactive.
- Compile a list of your interests and make sure to familiarize yourself with which staff member handles that issue. Feel free to reach out to that staffer to discuss that issue or ask to help.
- Know all Leadership and Chairmen.
 - "Don't take yourself too seriously, but take your job seriously!" – *Boehner*
- Have Fun!!!
- Sign up for the Weekbook and Cloture Club listserv.
 - <http://www.clotureclub.com>
 - <http://weekbook.linktank.com/>
 - <http://www.foreignpolicy.org/>
- Sign up for the Politico Playbook and Politico Huddle. It give the best rundown of day's driving stories and issues.

1011 LONGWORTH INTERN RESPONSIBILITIES

Interns in the Washington, D.C., office work closely with the professional staff on a variety of legislative projects and clerical tasks. Responsibilities include attending hearings, preparing legislative reports, researching specific issues, compiling information to respond to constituents inquiries, helping process the tour and flag requests, handling incoming mail and data entry, giving visiting constituents tours of the Capitol, and performing general administrative office duties.

Remember this internship will be what you make of it. It is the responsibility of the intern to take the initiative to gain more responsibility. Although interns will not be able to write policy or meet with Cabinet secretaries, assisting the staff with various projects and acquiring hands-on political experience is very beneficial.

Mail

Mail is time consuming and may never end, but it is *extremely important*. Mail will come up to three times a day sometimes in piles over three feet tall.

Constituents send the Congressman mail for a variety of reasons:

- Casework:
 - Boehner acts as a liaison between the constituent and a federal agency, such as the Social Security Administration or Veteran's Administration. We handle casework in our three district offices to assist constituents with any problems, delays or issues they might have with an agency. Please notify Grant of any casework.
- Flags:
 - U.S. flags can be flown over the U.S. Capitol at the request of a Member and purchased for a nominal fee by the constituent. Please send flag requests to Grant.
- Tours:
 - our office is able to arrange tours of the Capitol, Bureau of Engraving and Printing (BEP/Mint), Supreme Court, Library of Congress, Kennedy Center and Mount Vernon for our constituents. Maddie schedules these tours. Please note that not all Member offices participate in arranging every tour mentioned above. (Public tours of the FBI have been suspended for security reasons and public tours of the White House have been suspended due to the sequester.)
- Requests:
 - constituents request information on bills, documents, and federal publications.

Mail is sorted to each staffer of the legislative team by certain issues. You will need to use discretion to determine what is junk and what is important to pass along. You will have to feel this out and learn. Staff will tell you if you are putting too much junk in their box. When in doubt, ASK.

Here is some general information regarding incoming mail:

- A *form letter* is a generic letter constituents sign and send in large quantities.
- We generally do not answer mail that does not come from our District (If you are unsure whether a letter is from the District, look up the zip code on www.house.gov). Other offices

will forward mail they receive from our constituents. We do the same, as long as the mail is from within our state.

- All invitations and requests for meetings go to Kristene Blake, scheduler for the Speaker. All non-Congressional offices are directed to e-mail Boehnerscheduler@mail.house.gov.
- All invoices or bills go into Michelle's box in the back office.
- A *frank* is like a stamp. Boehner's signature is used in lieu of a postage stamp and may only be used for official business. It is a violation of federal law to mail any personal, campaign or political matter in franked envelopes.
- All Casework letters are sent to the appropriate District office. Butler and Preble counties, go to Sharon in the West Chester office. If the constituent is from any other county in the district, it should be sent to Angie in the Troy District Office.

Logging Letters

After you have opened and sorted the mail, you will have a stack of constituent correspondence that needs to be answered. The first step is to log the letter into the system. Refer to "How do I log a letter?" for more direction.

Distributing the Hill, Roll Call, Politico, National Journal and CQ Weekly

Depending on the day of the week certain Hill publications are delivered to the office. Each person gets a copy on their desk. If there are not enough copies of Congressional Daily AM for the staff, please make double-sided copies stapled in the left-hand corner for the remaining staff. Also, make certain that Debbie Boehner receives a copy of every Hill publication; her stack is in the front office.

Attending Briefings/Lectures during Business Hours

One of the unique opportunities on Capitol Hill is the ability to sit in on Congressional Briefings and attend policy lectures. CQ, Congressional Daily, and several other websites list events every week. We encourage you to take advantage of the great opportunities, however, you need to get approval to attend these functions from the Intern Coordinator.

Computer Usage

Please do not download any programs to the intern computers.

Free Time

There are times in the office where there is no work to do. Checking personal email and appropriate websites is acceptable. Down time is also an opportunity to take advantage of the resources on the Hill. If you are in school, the Library of Congress and Congressional Research Services (www.crs.gov) are useful tools. There are also speaker series, hearings, mark-ups and other Congressional business throughout the day that you should try to attend.

Going to the Supply Store

The supply store is located in the basement of Longworth, down from the vending machines. When you are asked to go to the supply store, bring your Intern ID.

Protests

The 1011 Longworth Office receives a lot of foot traffic as the office is available to the public without an appointment. Due to the accessibility of the personal office, there are often protests that occur in this office. Please be aware that if there is a protest, you will not be readmitted back into the office. Because of this, it is imperative that you take your phone with you when you leave your office and check for updates from either Grant or Maddie. If you are on a tour while a protest is occurring, please take the tour group to the Longworth Cafeteria until the office is cleared.

Capitol

cellaneous

Powerpoint

our Notes

HOW DO I LOG A LETTER?

Here is a "how to" manual on how to log a letter into the IQ system.

- Are they from the 8th District?
 - No – Forward to the correct office via inner-office mail in the blue envelope.
 - Not sure – Go to www.house.gov and look up the office with the zip code finder.
 - Yes – Log the letter.
- Name Search
 - Click on the "People" tab.
 - Under the "Actions" menu click on "Find/Add Person."
 - In the white box, type the constituent's name and address, and click "Go."
 - If the correct name and address appear, click the box labeled "Mail" next to the correct name.
 - If there are possible matches, but you find they do not match exactly, click the box labeled "No Match."
 - Ensure the name salutation and address is correct.
 - Ensure the constituent has "OH08" listed as their "Congressional District."
 - Click "Add Mail" under the "Actions" menu.
 - If there are absolutely no possible matches, a "New Person" box will pop up.
 - Ensure the name salutation and address is correct.
 - Ensure the constituent has "OH08" listed as their "Congressional District."
 - Click "Add Mail" under the "Actions" menu.
- Add Mail
 - Make sure the "In Method" is set to "US Postal Mail."
 - Select the best issue code(s) for the letter and enter them in the "Issues" box.
 - To the right of the "Letter Name" box, click the icon (you may need to hold down the "Ctrl" key while clicking on the icon) and a new salmon color window will pop up.
 - Scroll down through the letter names for the appropriate letter. (This will get easier as time goes by. If you recognize the letter as a form letter and are unsure of what the letter name is, ask Grant or Tyler.)
 - Is there a letter available? (this will occur most frequently with form letters)
 - Yes – Select the letter, then write the number next to "Approved Mail" on the top of the screen in the upper right hand corner of the letter with the initials of the LA. Assign ALL incoming mail to Grant.
 - Not sure – Ask Grant or Tyler

Here are just some general tips to keep in mind when logging mail in IQ.

- Do not hesitate to ask Tyler or Grant if you have any questions about ANYTHING. This includes not being certain who handles the issue the letter is about, or what the issue relates to.
- All mail from Presidents, CEOs, and other heads of organizations, go directly into the appropriate person's mailbox, and should not be logged. These letters will be answered immediately.
- All mail from top officials, such as Governors, other Members of Congress or the Senate, go into the Leadership mail box.
- If someone has written their email address on their letter, make sure you enter it in the system under their name even if they are already in the system.

Capitol

cellaneous

Government

our Notes

DC PERSONAL OFFICE ISSUE LIST

Daniel Leiva Legislative Assistant	Defense Foreign Affairs Homeland Security Immigration Judiciary NASA/Science
Derrick Walter Legislative Assistant	Education Healthcare Labor Medicare/Medicaid Veterans Welfare/Social Services Workforce Training
Maura Kantakevich Legislative Director	Banking Budget Financial Services Housing Pensions Small/Corporate Business Taxes Telecommunications
Natasha Eckard Assistant to the Speaker for Policy	Agriculture Animal Rights Energy Environment Food Safety Nutrition Postal Social Security Trade Transportation
Tyler Williams Legislative Correspondence	DC Elections Lobbying/Earmarks
Grant Gardner Staff Assistant	Flags Constituent Mail log Intern Coordinator Office Supplies Inauguration Tickets
Maddie Milam Staff Assistant	Tours Office Supplies White House Ornaments Intern Coordinator Staff IDs

DISTRICT OFFICE ISSUE LIST

Brody Nein	WC	Casework	Immigration [Visa, Citizenship, Passport, Foreign Adoptions]
Tristan Weis	WC	Casework	Military Issues [service issues, active duty member services, TRICARE benefits, medals and records]
Tristan Weis	WC	Casework	Veterans' Administrative-VA benefits and claims
Angie Harrah	Troy	Casework	All other case-related issues in Miami, Darke, Mercer, and Montgomery Counties
Sharon Hughes	WC	Casework	All other case-related issues in Butler and Preble Counties
Brody Nein	Troy	Project	Grants
Erin Clemons	WC	Project	Military Service Academy Nominations
Sharon Hughes	WC	Project	Congressional Art Competition
Tristan Weis	WC	Project	Veterans' History Project
State of OH		Referral	Medicaid-refer to state Representative (Medicare is Federal)
State of OH		Referral	Unemployment claims –refer to state Representative (unless employed by Federal agency)
State of OH or Legal		Referral	Child support/child custody-legal or state issues, unless parties reside in different states

SPEAKER'S OFFICE INTERN SURVIVAL GUIDE

The Office

The Speaker's Leadership Office (H-232) deals with national issues, while the Personal office (1011 Longworth) handles issues pertaining to the 8th District of Ohio. The Leadership Office is made up of several departments: Senior Staff, Floor Staff, Member Services, Scheduling, Special Events, Policy Staff, Press Staff, General Counsel, House Operations, and Administrative Staff. When we refer to "Team Boehner," that is the political entity for the Speaker's Office. They are located within the RNC Headquarters.

The Leadership office is located on all four floors of the Capitol Building.

- Fourth floor:
 - Policy staff, TACC (staff assistants), and interns
- Third floor:
 - General Counsel, House Operations, as well as the Office of the Majority Leader
- Second floor:
 - Senior Staff, Member Services, Scheduling, and JAB's office
 - Special Events is located in H-218 and the Floor Staff is located in H-209 with the Parliamentarians and in the Republican Cloakroom. Both offices are located near the House Chamber
- First floor:
 - Press Staff

Mail

We will teach you how to go through the mail (what stays, what goes, and where to deliver mail around the office). The following bullet points are a general overview, and we will go through the specifics of sorting mail once you have made it through this guide.

- Promptly sort through the mail when it is delivered to the TACC (twice a day)
 - Mail is delivered by Tom the Mailman (be sure to introduce yourself)
- The mailboxes by Tommy's desk are labeled, use them as needed. Mail sitting in these boxes needs to be delivered at least twice a day (morning and afternoon) or whenever a box becomes full. Mail directly addressed to staff can go to them without being opened.
- Mail from the 8th District of Ohio is to be sent to 1011 Longworth
- Mail addressed to the Speaker needs to be open and sorted
- All invitations, meeting requests, Eagle Scout letter requests, books, DVD's, and autograph requests go to Maura Gillespie on the second floor.

Storeroom

The code to the door is 1-5-4. Keep the beverages and storage cabinets well organized and clean. Senior staff will visit the storeroom from time to time, so it is imperative that we keep the storage room looking nice as it is a reflection of the TACC. We will do inventory at least once a week. You will be responsible for notifying the TACC of what is running low and what items we need to order, etc.

Newspapers

We are responsible for distributing the newspapers before work every day. There should be more newspapers in the second floor than on the fourth floor.

- Newspapers are laid out in two locations:
 - Second floor: Army Room, H-236
 - Fourth floor: Coffee table next to couches

Kitchen

This is probably your most important task on a day to day basis. With that in mind...

- When you get to the office, make coffee in the second floor and fourth floor kitchens.
 - Second floor: Always needs two full pots and at least half a thermos.
 - Fourth Floor: At least one full pot.
- Always check coffee supplies, including but not limited to: grounds, filters, creams, cups (large and small), and utensils. Please restock when supply is running low.
- Make sure the wheel in the second floor kitchen is always fully loaded.
- Empty dishwasher and put dishes away.

Refrigerators

Keep the fridges fully stocked. Make sure when restocking that cold beverages are moved to the front. Always make sure the mini fridge is stocked with Ginger Ale for Tom the Mailman.

Copiers

Make sure the 2nd and 4th floor copiers are stocked with printer paper (paper can be found in the fourth floor storage room).

Tours

Interns are responsible for giving tours of the Capitol and JAB's office to our guests. This is an opportunity for you to give a very cool tour and share an incredibly historical building with the Speaker's guests. The quality of your tour is as much a reflection on the Speaker as it is on you. Make sure our guests enjoy themselves!

Please make sure that the information you relay on your tours is accurate. You will find a guide later on in this manual.

Hearings

Hearings are listed in the back of the *CQ Weekly* magazine that comes out on Monday mornings. Find a policy area or a hearing that interests you according to your listed goals, and let the TACC know on Monday which hearing you would like to attend. You will be required to attend one hearing per week and write a one page memo on the pertinent information discussed. These will benefit you in the future as many offices require writing samples as part of their interview/hiring process.

Final Thoughts:

You will be asked to deliver items around the Capitol Building for senior staff members. When asked to this make sure you do it quickly and with a smile. You never know who you could run into on your errand!

SPEAKER'S OFFICE INTERN MAIL GUIDE

Check Zip Code

If the zip code corresponds with 8th District of Ohio (refer to District Zip Code Directory), set aside for the 1011 office.

Envelope Categories

- Green: General mail, Boy Scout letters, threats, miscellaneous letters, and invitations
- Yellow: Damaged mail, pamphlets, magazines, legal documents (H-209)
- Red: Checks and valued items
- Packages: IT Equipment, Books, Large Petition Boxes

How to Categorize Items Received (Separate into piles)

- Maura Gillespie
 - Threats: this includes anything that can POSSIBLY be interpreted as a threat or anything written in a foreign language
 - Invitations
 - Boy Scout Troop Letters (Out of District)
 - Thank You Letters/Holiday Cards
 - Books: watch out for letters or articles inside the cover
 - Letters from the Departments within the Executive Branch
 - Policy Related Material: Maura will distribute to appropriate policy staffer
- Amy Lozupone:
 - Bills
- Tommy Andrews
 - Checks or items of value
- H-209 Office:
 - Legal Documents
- 1011 Office:
 - Mail including any Zip Code within OH-08 and petitions, as long as the petition has a full name and address
- IT Equipment:
 - Email Billy Benjamin and Mike Sager to let them know they have received a package, and include information about its contents
- Magazines:
 - *Time*, *National Review*, *The New Yorker*
 - New editions will be placed in waiting area outside of TACC; use judgment when discarding old volumes
- Eagle Scout Letters
 - Check for a mailing address.
 - If there is none, please write down the address found on the envelope onto the letter request.
 - Remove envelope and discard.
 - Highlight the Eagle Scout's name, Troop #, mailing address, and **Court of Honor** date (not the day he earned is eagle scout)
 - This information may not be on the request, and that is okay, but please highlight what information is provided.

- Categorize by Court of Honor date
 - No date on top, followed by April, May, June, etc. on the bottom of the stack.

Publications where JAB is featured on the COVER

Those that have not been logged are kept in the filing cabinet inside the storage room (Top drawer). Once a week, these publications need to be logged into the Excel file "JAB Publications" including the following information:

- Date (In chronological order)
- Publication
- Title
- Short description

Notes

- If a package looks suspicious, do not open or handle it! Please reference the Post Office handout for handling suspicious mail for further information
- Always keep packaging/letterhead with articles contained
- If anything is addressed to Amy, deliver immediately to her
- At all times, keep it magnanimous
- When in doubt, ASK

SPEAKER'S OFFICE BALCONY DESK PROTOCOL

Balcony Protocol

The intern stationed at the Balcony Desk will be responsible for managing the hallway traffic outside the Speaker's Office. We allow hundreds of visitors each week to view the Speaker's Balcony, and it can be difficult to manage the large groups. Here are some guidelines of the Speaker's Balcony Protocol, which all interns should be aware of:

When the House is NOT in Session:

- Unlock both doors leading out to the Speaker's Balcony and check outside to make sure the ropes and stanchions are up, blocking the entrance to the table and chairs on both sides of the balcony.
- Unlock the conference room door (H-230) and leave the door open for Boehnerland tours to visit.
- All congressional staff members with ID are allowed to go out on the balcony via the Rotunda doors. Remind each group that goes out on the balcony to please stay between the ropes and stanchions. If the group is larger than 10 – 15 people, please split them up into two smaller groups.

When the House is in Session:

The balcony is ALWAYS open for Members of Congress and their spouses, Boehner Staff/Interns, Senator Leahy's Staff, and Leadership staff (McConnell, Cantor, McCarthy, McMorris Rodgers):

- Unlock the door that leads out to the balcony, but keep the door that goes out to the Rotunda locked (you will have to open the door for all visitors).
- Make sure the ropes and stanchions are up, blocking the entrance to the table and chairs on both sides of the balcony.
- The conference room (H-230) stays locked and closed.
- While the House is in session, the balcony is open for Members of Congress (MOC) and their spouses, along with Boehner staff/interns and leadership staff. Members and Spouses normally wear their pin to be easily identified. For these groups, we should not limit the group size.
- Staff members will come by to ask if they can go out to the balcony – most of the officers will just tell them no, or they will turn to you and ask. If it is a staff member (and not in leadership or from our office), please tell them that "while the House is in Session, the balcony is only open to Members and spouses." Should there be any special requests for that week, you will receive a calendar appointment from Maura Gillespie.
 - *Prayer Room:* most MOC should know the code to open the prayer room (which is located to the right of the balcony doors leading to the Rotunda), however, if you are asked for the code, please do not give it out and open the room for them. The code is 3-2-1.
- The balcony will usually only be closed if JAB is outside, or if there is a scheduled event. We will let you know if this is to occur.

Tours of the Speaker's Office

If we are out of session and someone requests to see JAB's office, please instruct the staffer to enter and exit through H-230. This is generally **ONLY** available to Members of Congress and their spouses, Boehner staff/interns, Senator Leahy's Staff, and Leadership staff (McConnell, Cantor, McCarthy, McMorris Rodgers).

If we are in session and someone asks to see JAB's office, please ask Pat and Kristene first, and they will let you know whether or not we can allow it. We generally do not accommodate when we are in session.

Hallway

You will be given JAB's schedule every morning, so you will know who to expect. Please greet them upon arrival, offer them a drink, and then let Pat and Kristene know who has arrived. They will assist from there.

If someone is walking down the hallway with an H-232 badge on, ask them if you can help them because, more than likely, they have a meeting with a policy staffer and did not check in at the front desk. Please walk them back to the front desk and the staff assistant on duty can assist them.

IMPORTANT NOTE: If a Member comes down the hallway and needs time with JAB (these are often **NOT** scheduled), ask them to take a seat while you tell Kristene or Pat, and they can assist from there. If the Speaker is not in his office, and Pat and Kristene are gone, please find another staff member to assist (please do **NOT** take the message yourself – these can be time sensitive). If you do not know the member, politely explain that you are new and ask for their name

Morning Papers

Every morning, the TACC will put newspapers in H-236. Please take two copies of each Hill rag (The Hill, Roll Call, Politico, National Journal Daily, National Journal, CQ Weekly). Not all of these come every week or every day. Give one set of papers to Kristene and place the other set on the table by your desk.

Mail

On each piece of mail, we write who should see a copy of each letter. The staffers name is listed on the upper right-hand corner of the original copy. Please make copies for each staff member, and highlight the name of the staffer on their copy. For example, if there are 4 names/abbreviations of names in the corner you will need to make 3 copies. The name with an asterisk (*) will keep the original copy. Please refer to the staff list for initials (Ex: **KH** is Katherine Haley, **MG** is Maura Gillespie, **DS** is Dave Stewart, etc.)

- JAB – place in Kristene's inbox
- J/T – Johnny and Trevor
- Press – place in first floor inbox
- Chron – place in fourth floor inbox
- Political – place in Pat's inbox

**Office of the Speaker
Staff List
Honorable John A. Boehner**

Andrews, Tommy H-419C	<i>Senior Staff Assistant</i>	(202) 225-0600
Avondoglio, Bryant H-163	<i>Advance and Digital Production Manager</i>	(202) 225-0600
Becker, Alex H-419C	<i>Staff Assistant</i>	(202) 225-0600
Benjamin, Billy HB-13B	<i>Director of Information Technology</i>	(202) 225-2060
Blake, Kristene H-232	<i>Director of Scheduling & Executive Assistant</i>	(202) 225-0600
Boyd, Kathryn H-163	<i>Assistant Communication Director</i>	(202) 225-0600
Boza, Sofia H-419C	<i>Staff Assistant</i>	(202) 225-0600
Brown, Maryam H-419M	<i>Assistant to the Speaker for Policy</i>	(202) 225-0600
Buck, Brendan H-164	<i>Press Secretary</i>	(202) 225-0600
Bunker, Andrew H-233	<i>Floor Assistant, Cloakroom</i>	(202) 225-0600
Cassidy, Ed H-327	<i>Director of House Operations</i>	(202) 225-0600
DeStefano, Johnny H-227	<i>Director of Member Services</i>	(202) 225-0600
Easby-Smith, Seton H-419C	<i>Staff Assistant</i>	(202) 225-0600
Eichhorn, Jared H-223	<i>Floor Assistant, Cloakroom</i>	(202) 225-0600
Embler, Betsy H-163	<i>Director of Advance</i>	(202) 225-0600
Finnegan, Patrick H- 232	<i>Special Assistant to the Speaker</i>	(202) 225-0600
Gillespie, Maura H-232	<i>Deputy Scheduler</i>	(202) 225-0600
Greene, Bill H-163	<i>Director of Outreach</i>	(202) 225-0600

Haley, Katherine	<i>Assistant to the Speaker for Policy</i>	(202) 225-0600
H-419P		
Harroun, Tim	<i>Manager, Cloakroom</i>	(202) 225-0600
H-218		
Henriquez, Raul	<i>Staff Assistant</i>	(202) 225-0600
H-419C		
Herrle, Cynthia	<i>Assistant to the Speaker for Policy</i>	(202) 225-0600
H-419F		
Kamis, Kyla	<i>Director of Special Events</i>	(202) 225-0600
H-333		
Kinzel, Will	<i>Assistant to the Speaker for Policy</i>	(202) 225-0600
H-419M		
Ivancic, Charlotte	<i>Assistant to the Speaker for Policy</i>	(202) 225-0600
H-419K		
Kolego, Trevor	<i>Deputy Director of Member Services</i>	(202) 225-0600
H-227		
Lampert, Justin	<i>Research Assistant</i>	(202) 225-0600
H-419D		
Lohmeyer, Maria	<i>Director of Public Liaison</i>	(202) 225-0600
H-333		
Loper, Brett	<i>Deputy Chief of Staff</i>	(202) 225-0600
H-419DA		
Lozupone, Amy	<i>Director of Administrative Operations</i>	(202) 225-0600
H-227		
Lukeman, Kate	<i>Assistant to the Speaker for Policy</i>	(202) 225-0600
H-419H		
Miller, Will	<i>Staff Assistant</i>	(202) 225-0600
H-419C		
Minkler, Annie	<i>Floor Assistant</i>	(220) 225-0600
H-419C		
Propp, Rebecca	<i>Deputy Press Secretary</i>	(202) 225-0600
H-163		
Ratcliffe, Ramsey	<i>Special Events Assistant</i>	(202) 225-0600
H-333		
Reed, Heather	<i>Assistant Press Secretary</i>	(202) 225-0600
H-163		
Ricci, Michael	<i>Director of Speechwriting</i>	(202) 225-0600
H-163		
Sager, Michael	<i>Systems Administrator</i>	(202) 225-0600
HB-13B		

Schnittger, Dave	<i>Deputy Chief of Staff</i>	(202) 225-0600
H-227		
Seymour, Don	<i>Digital Communications Director</i>	(202) 225-0600
H-163		
Smith, Kevin	<i>Director of Communications</i>	(202) 225-0600
H-164		
Sommers, Mike	<i>Chief of Staff</i>	(202) 225-0600
H-229		
Steel, Michael	<i>Press Secretary</i>	(202) 225-0600
H-164		
Stewart, David	<i>Assistant to the Speaker for Policy</i>	(202) 225-0600
H-419K		
Stewart, Jen	<i>Assistant to the Speaker for Policy</i>	(202) 225-0600
H-419G		
St. Martin, Jo Marie	<i>Gen. Counsel/Chief of Legislative Operations</i>	(202) 225-0600
H-331		
Strunk, Lydia	<i>Deputy Floor Director</i>	(202) 225-0600
H-209		
Thorsen, Anne	<i>Floor Director</i>	(202) 225-0600
H-209		

PHONE NUMBERS

DC Personal Office (56205)		Speaker's Office (50600)	
Fax (Public Line)	50704	Andrews	52377
Fax (Staff Line)	52470	Avondoglio	63803
Tyler	56206	Back Desk	52027
Brittany	50567	Becker	52374
Daniel	63218	Benjamin (cell)	52240
Maura	63201	Blake	55132
Mick	56295	Boland	60595
Natasha	63208	Boyd	64243
Derrick	57535	Boza	52376
Grant	56296	Brown	55273
Maddie	63219	Buck	60733
		Bunker	57355
District Personal Office		Cassidy	64586
Butler Co. District Office	513-779-5400	DeStefano	52293
Fax	513-779-5315	Easby-Smith	60319
Troy District Office	937-339-1524	Eckard	63208
Fax	937-339-1878	Eichhorn	57445
Springfield District Office	937-322-1120	Embler	55230
Fax	937-327-2515	Front Desk	65747
		Finnegan	65147
JAB's Political Offices		Gillespie	60389
FOJB-OH	513-779-8435	Greene	69303
FOJB-OH (Fax)	513-779-8465	Haley	63863
FOJB-OH (1-800 Line)	800-228-8551	Harroun	57350
Team JAB Political	202-863-5381	Henriquez	52355
Team JAB Political Press	202-646-6405	Herrle	55213
TFP (Fax)	202-863-3835	Ivancic	55204
		Kamis	60316
		Kinzel	50882
Other Important Numbers		Kolego	56912
GOP Conference	55107	Lampert	63359
Whip	50197	Legal Intern	65475
Cloakroom	57350	Lohmeyer	59695
RNC	202-863-8500	Loper	52352
NRCC	202/479-7000	Lozupone	55227
Senate Cloakroom	46391	Lukeman	63455
Switchboard	202/224-3121	Miller	52375
NRSC	202/675-6000	Minkler	68748
		Propp	52378
		Ratcliffe	52279
Speaker Fax #'s		Reed	54941
Fax (Cloakroom)	58247	Ricci	61983

Fax (Billy Benjamin)	51488	Sager	52369
Fax (In-bound)	55117	Sampson	58571
Fax (Jo-Marie)	62185	Schnittger	55219
Fax (Policy)	60513	Seymour	52303
Fax (Scheduling)	52012	Smith	56922
Fax (Floor Office)	53304	Sommers	51407
		St. Martin	61092
		Steel	64218
		D.Stewart	62507
		J.Stewart	55205
		Strunk	65544
		Thorsen	62235

Miscellaneous

Powerpoint

our Notes

SPEAKER'S OFFICE ISSUE DIRECTORY

Abortion / Defense of Life Issues	Katherine Haley
Administrative Matters	Amy Lozupone
Adoption / Children's Issues	Katherine Haley
Agriculture	Natasha Eckard
Appropriations	Cindy Herrle
Budget	Cindy Herrle
Campaign Finance	Will Kinzel
Capitol Preservation Society	Ed Cassidy
Charitable Giving	David Stewart and Katherine Haley
Church-State Issues	Katherine Haley and Kate Lukeman (Judiciary)
Civil Service	Will Kinzel
Crime	Kate Lukeman
D.C. Issues	Will Kinzel and Katherine Haley
Defense	Jen Stewart
Education	Katherine Haley
Election Reform	Will Kinzel
Energy	Maryam Brown
Environment	Maryam Brown
Ethics	Jo-Marie St. Martin
Faith-Based Initiative	Katherine Haley
Financial Services	David Stewart
Global Warming	Maryam Brown
Government Reform	Will Kinzel
Guns	Kate Lukeman
Health Care	Charlotte Ivancic
High-Tech Issues	Maryam Brown and Kate Lukeman
Homeland Security	Jen Stewart and Kate Lukeman
House Administration	Ed Cassidy
Housing	David Stewart
Immigration	Kate Lukeman
Indian Affairs	Maryam Brown
Intellectual Property	Kate Lukeman
Intelligence	Jen Stewart
International Relations	Jen Stewart
Judiciary	Kate Lukeman
Labor	Katherine Haley
Natural Resources	Maryam Brown
Oversight and Investigations	Will Kinzel

Parks / Public Lands / Property Rights	Maryam Brown
Pensions	David Stewart
Planning / Policy Development	Brett Loper
Postal Issues	Will Kinzel
Resources	Maryam Brown
RSC Liaison	Katherine Haley and Bill Greene
Science and Technology	Maryam Brown
Small Business	David Stewart
Social Issues	Katherine Haley
Social Security	David Stewart
Taxes	David Stewart
State Taxation	Kate Lukeman
Telecommunication	Maryam Brown
Tobacco	Maryam Brown
Tort Reform / Medical Liability	Kate Lukeman
Trade	David Stewart
Transportation	Will Kinzel
Veterans	Charlotte Ivancic
Welfare Reform	Katherine Haley (VAT) and David Stewart
Census	Will Kinzel

Miscellaneous

Powerpoint

our Notes

Speaker's Office

TOURS

Phone Numbers for Assistance

- Senate Curator: 4-2955
- Senate Historian: 4-6900
- Architect's Curator: 8-1222
- Special Services: 4-4048
- Recorded Tour Information: 5-6827
- Architect's Architectural Historian: 5-4714

Tours are an especially important service provided to constituents/guests. This provides a chance for constituents/guests to have direct contact and interaction with the office. It is essential they have a positive experience.

Never commit to giving a tour to anyone (even your friends or family) without consulting your intern coordinator.

Review and memorize the tour guide; you will also receive additional information when you attend the Capitol tour training class. Tours should be between 45 and 60 minutes. Someone will walk you through a tour, but do a walk-through yourself (a few times, if necessary) and be careful to observe the closest exits from the Capitol at all times. The constituents are your responsibility in case there is an emergency.

Some important points to remember:

- Engage constituents in conversation. Ask where they are from and try to form a connection.
- When asked about a particular part of the building or historical fact that you do not know the answer to, respond with "That is a good question. I will have to research that." At the end of the tour ask for their contact information and follow-up with them once you find out the answer. **Do not make something up.**
- Keep a head count of your group at all times. A staff member must accompany constituents at all times throughout the Capitol. Therefore it is your responsibility to make sure that they stay with the group.
- When stopping in a particular area, be mindful of the flow of traffic and do not block doorways or thoroughfares.
- For those in your group with special needs, contact the special services office at extension 4-4048. This office can help you with wheel chairs, sign language interpreters, etc.
- The maximum for a tour group is 15 people, unless otherwise specified.
- Hours of entry: Monday through Friday 9:00 a.m. - 3:30 p.m.

4 Key Points to Guide Your Tour

1. **Safety:** When giving a tour, always keep a head count of how many constituents are with you. It is important to be aware of the nearest exit in case of an emergency. In the event something goes wrong, you are responsible for everyone with you.
2. **Rapport:** Take into account the ages of your guests. A group of 10 year olds won't be entertained by the same information you may present to a group of adults.
3. **Presentation:** Use your arms and hands to bring people in closer and try to keep the entire group in front of you when speaking. Make sure you do not turn your head and speak to a painting or statue. Once you turn your head away your constituents can no longer hear you. Don't walk backwards, you'll run into something or someone.
4. **Knowledge:** Study up on your facts to give the best tour on Capitol Hill!

CAPITOL TOUR NOTES

A Brief Construction History of the Capitol

Begun in 1793, the United States Capitol has been built, burnt, rebuilt, extended and restored. The Capitol we see today is the result of several major construction periods; it stands as a monument to the ingenuity, determination and skill of the American people.

The Selection of a Plan

In accordance with the "Residence Act" passed by Congress in 1790, President Washington in 1791 selected the area that is now the District of Columbia from land ceded by Maryland. He also selected three Commissioners to survey the site and oversee the design and construction of the capital city and its government buildings.

The Commissioners, in turn, hired the French engineer Pierre Charles L'Enfant to plan the new city of Washington. He placed the Capitol at the elevated east end of the Mall, on the brow of what was then called Jenkins' Hill. The site was, in L'Enfant's words, "a pedestal waiting for a monument."

L'Enfant was expected to design the Capitol and to supervise its construction. However, he refused to produce any drawings for the building, claiming that he carried the design in his head. His refusal to consider himself subject to the Commissioners' authority and refusal to draw a plan, led to his dismissal in 1792. In October, a letter arrived from Dr. William Thornton, a Scottish-trained physician living in Tortola, British West Indies, requesting an opportunity to present a plan even though the competition had closed. The Commissioners granted this request.

Thornton's plan depicted a building composed of three sections. The central section, which was topped by a low dome, was to be flanked on the north and south by two rectangular wings (one for the Senate and one for the House of Representatives).

1793 – 1829

The cornerstone was laid by President Washington in the building's southeast corner on September 18, 1793, with Masonic ceremonies. Work progressed under the direction of three architects in succession: Stephen H. Hallet, an entrant in the earlier competition, and George Hadfield were eventually dismissed by the Commissioners because of inappropriate design changes they tried to impose, and James Hoban, the architect of the White House, who saw the first phase of the project through to completion.

Construction was a laborious and time-consuming process: the sandstone used for the building had to be ferried on boats from the quarries at Aquia, Virginia. To oversee the renewed construction effort, Benjamin Henry Latrobe was appointed architect. The first professional architect and engineer to work in America, Latrobe modified Thornton's plan for the south wing to include space for offices and committee rooms; he also introduced alterations to simplify the construction work.

The War of 1812 left the Capitol, in Latrobe's later words, "a most magnificent ruin:" on August 24, 1814, British troops set fire to the building, and only a sudden rainstorm prevented its complete destruction.

Latrobe returned to Washington in 1815, when he was rehired to restore the Capitol. In addition to making repairs, he took advantage of this opportunity to make further changes in the building's interior design (for example, an enlargement of the Senate Chamber) and introduce new materials (for example, marble discovered along the upper Potomac). He resigned his post in November 1817.

On January 8, 1818, Charles Bulfinch, a prominent Boston architect, was appointed Latrobe's successor. Latrobe's work included restoration of the North and South Wing; in addition he added chambers to the Supreme Court. In 1829, his work was done and his position with the government was terminated. In the 20 years following Bulfinch's tenure, the Capitol was entrusted to the care of the Commissioner of Public Buildings.

1830 – 1868

The Capitol was by this point already an impressive structure. At ground level, it was 351 ft. 7 ½ in. tall, and 282 ft. 10 ½ in. wide. Up to the year 1827, records from later years being incomplete, the project cost was 2,432,851.34 dollars. The Senate, therefore, voted to hold another competition, offering a prize of \$500 for the best plan to extend the Capitol. The prize money was divided among five architects. Thus, the tasks of selecting a plan and appointing an architect fell to President Millard Fillmore.

Fillmore's choice was Thomas U. Walter, a Philadelphian architect who had entered the competition. On July 4, 1851, in a ceremony whose principal oration was delivered by Secretary of State Daniel Webster, the President laid the cornerstone for the northeast corner of the House wing in accordance with Walter's plans. He designed the wings of the Patent Office building, extensions to the Treasury and Post Office buildings, and the Marine barracks in Pensacola and Brooklyn. When the Library of Congress in the Capitol's west central section was gutted by a fire in 1851, Walter was commissioned to restore it. The old House chamber was later designated National Statuary Hall. In 1861, most construction was suspended because of the Civil War, and the Capitol was used briefly as a military barracks, hospital and bakery. Finally, in 1862, work on the entire Capitol building resumed.

In 1859, Thomas Crawford's plaster model for the Statue of Freedom, designed for the top of the dome, arrived from the sculptor's studio in Rome. The sculpture is 19 ft. 6 in. tall and it weighs 14,985 pounds. In 1866, the Italian-born artist Constantino Brumidi finished the canopy fresco; a monumental painting entitled *The Apotheosis of Washington*. And the Capitol extensions were completed in 1868.

1869 – 1902

Clark continued to hold the post of Architect of the Capitol until his death in 1902. During his tenure, the Capitol underwent considerable modernization. Steam heat was gradually installed in the Old Capitol. In 1874, the first elevator was installed. In the 1880s electric lighting began to replace gas lights. In 1901, the space in the west central front vacated by the Library of Congress was converted to committee rooms. Elliott Woods became the Architect of the Capitol in 1902.

1903 – 1970

During the remainder of Wood's service, which ended with his death in 1923, no major structural work was required on the Capitol. Between July 1949 and January 1951, the House and Senate chambers were completely remodeled, improvements such as modern air conditioning and lighting were added, and acoustical problems were solved. During this renovation program, the House and Senate vacated their chambers on several occasions so that the work could progress.

The next significant modification made to the Capitol was the east front extension. This project was carried out under the supervision of Architect of the Capitol J. George Stewart, who served from 1954 until his death in 1970. Begun in 1958, it involved the construction of a new east front 32 ft. 6 in. east of the old front, faithfully reproducing the sandstone structure in marble. The project was completed in 1962. Subsequent work in the 1960s was concentrated chiefly on the construction of the Rayburn House Office Building, and on maintenance and repairs of the Capitol.

1970 – Present

Since the 1971 appointment of George M. White, FAIA, as Architect of the Capitol, the building has been both modernized and restored. Electronic voting equipment was installed in the House chamber in 1973. Facilities were added to allow television coverage of the House and Senate debates in 1979 and 1986. Other improvements included improved climate control, electronic surveillance systems, and new computer and communications facilities were added to bring the Capitol up to date. The Old Senate Chamber, National Statuary Hall and the Old Supreme Court Chamber were restored to their mid 19th century appearance for the nation's 1976 Bicentennial celebration.

As the Capitol enters its third century, restoration and modernization work continues under the guidance of Alan M. Hantman, FAIA, who was appointed Architect of the Capitol in 1997 following George M. White's 1995 retirement. Major projects include conservation of the Rotunda canopy and frieze, the Statue of Freedom, the creation of murals in three first-floor House corridors, and the replacement of worn Minton tiles in the Senate corridors. Permanent television broadcasting facilities have been installed in the Senate Chamber, and the subway system linking the Capitol with the Dirksen and Hart Senate Office Buildings have been replaced with a new system. Repair and restoration of the House monumental stairs was completed in 1996. A program of barrier removal begun in the 1970s continues in compliance with the Americans with Disabilities Act. Construction of a Capitol Visitor Center is under way; the Center will be located under the East Front Plaza and will contain exhibits, orientation displays, theaters, and other facilities to make the visitor's experience in the Capitol more informative and meaningful.

Part I – Hall of Columns

- On the first floor under the House Chamber is the Hall of Columns.
- It stretches 100 ft. from South to North and has 28 columns of Massachusetts Marble.
- The walls are made of gypsum compound mixed to resemble marble.
- White Alabama and Black Texas marble cover the floor.

Part II – The Crypt

- The arches in the ceiling keep the building from collapsing on its self.
- The capitol was built on the sight known as Jenkins's Hill. It was built there because it overlooked the White House. The belief in Congressional government was predominant. The reason being many of the founding fathers did not want a single Presidency, but a chief executive committee of two or three persons. Such a strong presidency was undesirable. Thus, three branches were created and the Capitol overlooked the White House, keeping a watch over the presidential powers.
- The original Capitol is about 1/3 the size of the current building—200 years of construction show our history.

The large glass box containing the Magna Carta Facts

- The Magna Carta was signed in 1215 under the great oak tree at Runnymede, between Windsor and Stonehenge.
- The Magna Carta, which is a corner stone of British Constitutional Law, is what gave the North American colonists of the British Empire the legitimacy to revolt against the measures imposed by the government in London.
- The British rights had been infringed upon. "I would rather have the rights of a British subject, than the honor of being a British subject." ~ Benjamin Franklin at the Continental Congress of 1776.
- This is a copy of the original that sits in London. The original was brought to the United States Smithsonian in 1986 and this replica was made then.

Part III – Old Supreme Court Chamber

- Used by the Supreme Court from 1801-1864.
- This is where John C. Marshall presided as Chief Justice of the United States for about 25 years.
- The famous court cases that were argued here were:
 - Marbury vs. Madison, 1803
 - McCulloch vs. Maryland, 1819
 - U.S. vs. Amistad, 1841
 - Dred Scott vs. Samford, 1857
- Between 1860 and 1951 the room was used as the reading room and law library for members of Congress.
- Between 1952 and 1960 the room was used as a Congressional hearing room for various committees of Congress.
- Today it is used primarily as a museum, recreating the scene of many significant moments in the evolution of the United States Supreme Court and the judicial history of the nation.

Part IV – Old Senate Vestibule/Small Senate Rotunda

- This room was originally a stairwell.
- After the fire of 1814 the room was converted into a vestibule during the Capitol's reconstruction.
- The design within the vestibule's dome is tobacco leaves and cotton blossoms that were added to give the building a more American feel.
- Originally the vestibule was used for lighting and ventilating the original Senate wing.

Part V – Old Senate Chamber

- Used by the U.S. Senate from 1810-1859.
- Famous Senators that debated and worked in this chamber were Stephen Douglas, Sam Houston, John Randolph, John C. Calhoun and Charles Sumner.
- 1860-1935 used by the U.S. Supreme Court.
- 1936-1976 used for receptions for visiting heads of state and as a committee hearing room.
- In 1961, JFK's inaugural luncheon was held in the Old Senate Chamber.
- Last time the room was used was for a private Senate session where they practiced and hashed out the rules for President Clinton's impeachment case.

Part VI – The Rotunda Statistics

- Interior diameter 96 ft.
- Interior height 180 ft.
- Exterior height of the dome 218 ft.
- The Rotunda can fit the Statue of Liberty (excluding the base and pedestal) inside of it.
- The Rotunda contains 11 million pounds of iron, which is the skeletal framework of the dome.
- Once the largest self-suspending dome in the world and was considered a technological marvel.

History

- The original idea for the Rotunda was to have a meeting place for joint sessions of Congress and the President.
- The rotunda was the final section of the Capitol to be built. The war of 1812 caused a shortage of financial resources and the subsequent burning of the Capitol; the construction of the Rotunda was delayed until 1818.
- Funerals are held in the Rotunda for Presidents, leading Members of Congress and Unknown soldiers.
- April-June of 1861 the Capitol was used as barracks for the Union army.
- August 1861-1862 the Capitol was used as a hospital for Union troops after the second battle of Bull Run.
- The Rotunda is used as the sight of presidential inaugurations when the weather is inclement—last time was January of 1985 with Ronald Reagan.
- Lincoln, JFK and Reagan laid in state in this room for public viewing.
- Rosa Parks laid in honor.

The Paintings in the Rotunda

The Apotheosis of Washington on the ceiling



- Deification or ascension into heaven
- The painting in the center of the dome is by Constantino Brumidi, painted in 1865.
- The canopy fresco, his most ambitious work in the Capitol, was painted in eleven months at the end of the Civil War, soon after the new dome was completed for \$40,000. Suspended 180 feet above the Rotunda floor, it covers an area of 4,664 square feet. The figures, up to 15 feet tall, were painted to be intelligible from close up as well as from 180 feet below.

In the central group of the fresco, Brumidi depicted George Washington rising to the heavens in glory, flanked by female figures representing Liberty and Victory/Fame. A rainbow arches at his feet, and thirteen maidens symbolizing the original states flank the three central figures. The word "apotheosis" in the title means literally the raising of a person to the rank of a god or the glorification of a person as an ideal. George Washington was honored as a national icon in the nineteenth century.

Six groups of figures line the perimeter of the canopy; the following list begins below the central group and proceeds clockwise:

1. War—with Armed Freedom and the eagle defeating Tyranny and Kingly Power.
2. Science—with Minerva teaching Benjamin Franklin, Robert Fulton and Samuel F.B. Morse.
3. Marine—with Neptune holding his trident and Venus holding the transatlantic cable, which was being laid at the time the fresco was painted.
4. Commerce—with Mercury handing a bag of money to Robert Morris, financier of the American Revolution.
5. Mechanics—with Vulcan at the anvil and forge, producing a cannon and steam engine.
6. Agriculture—with Ceres seated on the McCormick Reaper, accompanied by America in a red liberty cap and Flora picking flowers.

The History of the Great Frieze

- It was designed by Constantino Brumidi, an Italian artist who studied in Rome before immigrating to America.
- Brumidi created a sketch for the Rotunda frieze in 1859, but was not authorized to begin work until 1877. After enlarging the sketches for the first scenes, Brumidi began painting the frieze in 1878, at the age of 73.
- His design traces America's history from the landing of Columbus to the discovery of gold in California.
- While working on the scene "William Penn and the Indians," Brumidi's chair slipped on the scaffold platform. He saved himself from falling only by clinging to the rung of a ladder for 15 minutes until he was rescued. He returned to the scaffold once more, but then worked on enlarging his remaining sketches until his death a few months later in February 1880.
- Filippo Costaggini, was selected to complete the remaining scenes using Brumidi's sketches.
- In 1951, Allyn Cox was commissioned to paint the last several panels tracing the growth of the nation from the Civil War through the birth of aviation.

The Sections of the Great Frieze

- The landing of Columbus 1492 – First Contact.



- Cortez and Montezuma meet at the Aztec temple in the Aztec Capitol in 1519.



- Pizarro going to Peru, 1533.



- Burial of DeSoto 1542 in Florida while looking for Gold in the North of the Gulf of Mexico.



- Pocahontas saving Captain John Smith.



- Landing of the Pilgrims in 1620.



- William Penn and the Delaware Indian tribe at the treaty agreement of Schackamaxon of 1682.



- Colonization of New England.



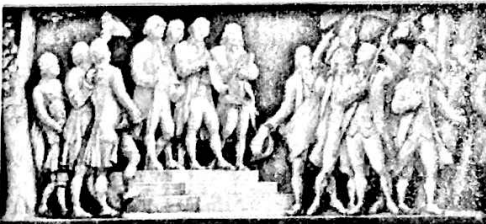
- James Ogelthorpe who founded the penal colony of Georgia, later known as Savannah, in 1732 for the British Empire made peace with the Muskogee Indians.



- Battle of Lexington, 1775.



- The idealized version of the founding fathers reading The Declaration of Independence to the colonists.



- Surrender of Cornwallis, 1781, after the battle of Yorktown.



- Death of Tecumseh, 1813. He was a famous Native American chief and fought at the Battle of the Thames River in Canada.



- American Army entering Mexico City, 1847. General Winfield Scott is depicted here as entering Mexico city and being greeted by Catholic monks.



- California Gold Rush, 1847.



- Peace at the end of the civil war 1865—Appomattox, Virginia.



- Naval Gun crew during the Spanish-American War, 1898, during the battle of Manila in the Philippines. As a result of this war the U.S. Obtained the Phillien islands, Cuba and Puerto Rico.



- The birth of aviation, 1903 Kitty Hawk, N.C.

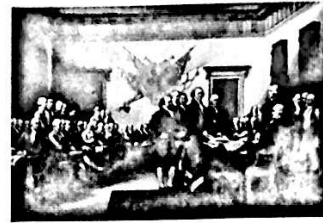


The Paintings on the West side of the Rotunda

The four important paintings on the west side of the Rotunda were painted by John Trumbull who was an Aide to General Washington in 1817. They are as follows from left to right:

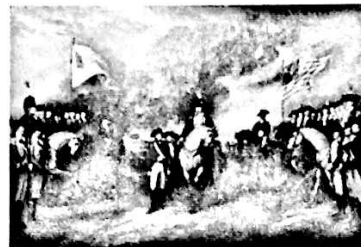
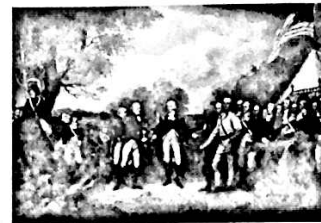
- The Continental Congress Meeting on the July 4, 1776.

They met in secrete with the windows drawn. The artist tried to get the faces of all the members but could not remember the faces of three Members of the Congress. So, he hid their faces with Benjamin Franklin's elbow.



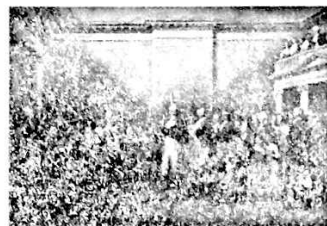
- The Surrender of General Burgoyne at Saratoga, New York, 1777.

This battle was pivotal. As a result of the Colonial Victory, other European governments came into the war after the battle in which the British tactic of trying to control the Hudson River failed.



- Cornwallis' surrender at Yorktown:

The reserve of the British Army under Cornwallis' direct command was in the northern part of the Chesapeake Bay near Baltimore when his reinforcements could not come down with vial sailing ships because of the direction of the wind blowing north.



- George Washington's Surrendering His Commission

Several days after the battle, he returned to Philadelphia and surrendered his commission. He did not like the popularity or politics. He was at heart a farmer and businessman and wanted to return to Mount Vernon.

The Paintings of the East side of the Rotunda



- The Discovery of the Mississippi River
At the center of the canvas, riding a white horse, is Spanish conqueror and explorer Hernando De Soto, who in 1541 became the first European to view the Mississippi River.



- Columbus discovering the New World
Christopher Columbus is shown landing in the West Indies, on an island that the natives called Guanahani and he named San Salvador on October 12, 1492.



- The Pilgrims Embarkation to the New World
Protestant pilgrims are shown on the deck of the ship *Speedwell* as they depart for the New World from Delft Haven, Holland, on July 22, 1620.



- The Baptism of Pocahontas
- Pocahontas is depicted in white as she is baptized Rebecca by Anglican minister Alexander Whiteaker in Jamestown, Virginia; this event is believed to have taken place in 1613 or 1614.

Part VII – National Statuary Hall Facts

- Thomas Jefferson designed the ceiling as part of his own designs for the Capitol. The overall building plan was rejected, but the ceiling design was incorporated into the building. The ceiling design is in the French-Romanesque style.
- The House officially occupied this room from 1800 to 1857.
- Originally known as "The Oven" because it was so hot, the original room was brick and wood. Before air conditioning was installed in the Capitol building, Members used to take cool baths in bathtubs that were installed in the basement.
- Debates often broken out into violent confrontation. No member of the House died, but many were wounded as a result of debates turning violent. Several were assault to the point of losing consciousness.
- During the civil war the room was used as barracks for Union troops. The old gallery was used as a magazine.
- Presently it is only used as the place Representatives, Senators and Cabinet Member are interviewed after the State of the Union Address, and used for the Presidential Inauguration luncheons/reception.
- The large statue overlooking the room was brought in 1819. It is called the Goddess of Freedom, holding the constitution flanked by the American Eagle and the Serpent.
- The statue of the First King of Hawaii, King Kamehameha, weights over six tons. Presented by the state of Hawaii after it became a state in 1960. This is the only place in the building where it can sit and not damage the building.

Part VIII – Columbus Doors Facts

- Weight: 20,000 lbs. (or 20 tons)
- 17 feet in height
- Made in the Royal Bavarian Foundry in Munich, Germany, in 1860 the designs on the doors are illustrations of the significant events of the life of Christopher Columbus (Cristobal Colon in Italian).
- The scenes are of the life of Columbus begins at the bottom of the left valve and continues in a clockwise progression, consisting of the following scenes.
 - *Columbus Before the Council of Salamanca (1487)*
Columbus displays a chart in an unsuccessful endeavor to convince the Council appointed by King Ferdinand to support his theory of a new route to India.
 - *Departure from the Convent of La Rábida (1492)*
Columbus, mounted on a mule, is prepared to depart from the gate of the convent run by Father Juan Perez, former confessor to Queen Isabella. While sheltering Columbus and his son, Perez was so impressed with Columbus' vision that he wrote to the Queen urging her to reconsider supporting the expedition.
 - *Audience at the Court of Ferdinand and Isabella (1492)*
This panel depicts Queen Isabella listening attentively to Columbus' explanation of his map with King Ferdinand at her side. On April 17, 1492, the agreement to finance the voyage was signed.
 - *Departure of Columbus from Palos (1492)*
It was from Palos that the *Niña*, *Pinta* and *Santa Maria* set sail in August 3, 1492. This scene depicts Columbus placing his son Diego in the monks' custody before his embarkation.
 - *Landing of Columbus in the New World (1492)*

The large lunette shows Columbus claiming the island now known as San Salvador for Spain. Columbus, in the center of the composition, raises his sword and the royal standard; a cross is raised behind him.

- *Columbus' First Encounter with the Indians (1492)*

This panel depicts the Spaniards taking possession by erecting a cross on the island of Hispaniola. One of the sailors is carrying an Indian girl he has taken prisoner on his shoulders, as Columbus shows his disapproval.

- *Entry of Columbus into Barcelona (1493)*

After his first voyage, Columbus makes a triumphal return on horseback through the gates of the city where the court is sitting.

- *Columbus in Chains (1500)*

Columbus shows his chains to the crowd; he is about to go aboard the vessel that will take him back to Spain after his third voyage. Don Francisco de Bobadilla, who was sent to replace Columbus and to investigate charges against him, is pointing to his instructions. After Columbus was cleared of the charges, he returned for the last time to the new world in 1502.

- *Death of Columbus (1506)*

After Queen Isabella's death in 1504, Columbus lost his influence at the court. As he lies on his death bed, priests and friends are gathered around him, and one priest holds up a crucifix for him. Columbus died at Valladolid on May 20, 1506. The figures on either side of the panel represent King John II of Portugal and Martín Alonzo Pinzón, the commander of the *Pinta*.

Part IX—House Floor, Gallery

- Take them to the House Gallery!
- 435 members of Congress (limit set by law, 1911 despite population increases).
- No assigned seats; approximately 488 seats on the floor.
- Paintings: George Washington and Marquis de Lafayette (1st foreign dignitary to address Congress—1824).
- State of the Union and all joint sessions are held in the House chamber.
- Voting is done by electronic device located on back of the chairs on the aisles.
- 4 flat screens for roll call votes.
- Wall of Lawgivers (installed in 1950): Marble relief portraits of famous leaders in law. All are in profile except Moses, the original lawgiver legend, Moses faces forward to keep the Members honest.
- The Speakers Lobby: Back in the day constituents and interest groups used to come to the lobby to voice their concerns and persuade Members to vote a certain way issues, thus the term "lobbying" was created.
- The Mace: Each day that Congress is in session, the Sergeant-at-Arms places the Mace to the right of the Speaker's Chair. It's used as a symbol for when Congress is in session, when the House is meeting under the Committee of the Whole, and used to restore order on the floor when necessary. The Mace is approximately 46" tall and has 13 ebony rods representing the original 13 states of the Union. The original mace was destroyed by the British in 1814, the current one has been in use since 1841.
(Also used in inaugural ceremonies, the House members follow behind the Mace carried by the Sergeant-at-Arms.)
- Bronze Fasces: Located on either side of the flag behind the rostrum. Symbol for government authority since Roman times. They are approximately 4 feet high.

- Unlike the Senate, Members of the House have no assigned seats but are, by tradition, divided by party; Democrats sit to the Speaker's right and Republicans sit to his left.
- Among the 448 permanent seats on the House Floor are four tables, two on each side. These tables are occupied by Members of the Committee that have brought a bill to the floor for consideration and by the respective party leadership.
- Members address the House from microphones at any table or "the well", the area immediately in front of the rostrum.
- Portrait of George Washington (left of the Speaker of the House) is modeled after Gilbert Stuart that hangs in the White House. Portrait of the Marquis de Lafayette (on the right of the Speaker) is the companion portrait. During the UN vote regarding Iraq this was the only piece with French affiliation left in the Capitol.

List of Statues in National Statue Collection

Samuel Adams, Massachusetts
Ethan Allen, Vermont
William Allen, Ohio
Stephen F. Austin, Texas
Charles Brantley Aycock, North Carolina
Edward Lewis Bartlett, Alaska
William Henry Harrison Beadle, South Dakota
Thomas Hart Benton, Missouri
Francis Preston Blair, Jr., Missouri
William Edgar Borah, Idaho
William Jennings Bryan, Nebraska
John Burke, North Dakota
John C. Calhoun, South Carolina
Charles Carroll, Maryland
Lewis Cass, Michigan
Zachariah Chandler, Michigan (removed in favor of Gerald Ford in 2011)
Dennis Chavez, New Mexico
James Paul Clarke, Arkansas
Henry Clay, Kentucky
John M. Clayton, Delaware
George Clinton, New York
Jacob Collamer, Vermont
Jabez Lamar Monroe Curry, Alabama (removed in favor of Helen Keller in 2009)
Saint Damien, Hawaii
Jefferson Davis, Mississippi
Dwight D. Eisenhower, Kansas
Philo T. Farnsworth, Utah
Gerald Ford, Michigan
Robert Fulton, Pennsylvania
James A. Garfield, Ohio
James Zachariah George, Mississippi
George Washington Glick, Kansas (removed in favor of Dwight Eisenhower in 2003)
John Gorrie, Florida
Nathanael Greene, Rhode Island
John Campbell Greenway, Arizona
Ernest Gruening, Alaska
Hannibal Hamlin, Maine
Wade Hampton, South Carolina
John Hanson, Maryland
James Harlan, Iowa (slated to be removed in favor of Norman Borlaug)[3]
Sam Houston, Texas
John James Ingalls, Kansas
Andrew Jackson, Tennessee
Mother Joseph, Washington

Kamehameha I, Hawaii
 Philip Kearny, New Jersey
 Helen Keller, Alabama
 John E. Kenna, West Virginia
 Thomas Starr King, California (removed in favor of Ronald Reagan in 2009)
 William King, Maine
 Eusebio Kino, Arizona
 Samuel Jordan Kirkwood, Iowa
 Robert M. La Follette, Sr., Wisconsin
 Jason Lee, Oregon
 Robert E. Lee, Virginia
 Robert R. Livingston, New York
 Crawford W. Long, Georgia
 Huey P. Long, Louisiana
 Father Jacques Marquette, Wisconsin
 Patrick Anthony McCarran, Nevada
 Ephraim McDowell, Kentucky
 John McLoughlin, Oregon
 Esther Hobart Morris, Wyoming
 Julius Sterling Morton, Nebraska
 Oliver Hazard Perry Morton, Indiana
 John Peter Gabriel Muhlenberg, Pennsylvania
 Francis Harrison Pierpont, West Virginia
 Po'pay, New Mexico
 Jeanette Rankin, Montana
 Ronald Reagan, California
 Henry Mower Rice, Minnesota
 Caesar Rodney, Delaware
 Will Rogers, Oklahoma
 Uriah Milton Rose, Arkansas
 Charles Marion Russell, Montana
 Florence R. Sabin, Colorado
 Sakakawea, North Dakota
 Maria L. Sanford, Minnesota
 Sequoyah, Oklahoma
 Father Junipero Serra, California
 John Sevier, Tennessee
 Roger Sherman, Connecticut
 James Shields, Illinois
 George Laird Shoup, Idaho
 Edmund Kirby Smith, Florida
 John Stark, New Hampshire
 Alexander H. Stephens, Georgia
 Richard Stockton, New Jersey
 John L. Swigert, Colorado
 Jonathan Trumbull, Connecticut
 Zebulon B. Vance, North Carolina
 Lewis Wallace, Indiana

Joseph Ward, South Dakota
Washakie, Wyoming
George Washington, Virginia
Daniel Webster, New Hampshire
Joseph Wheeler, Alabama
Edward Douglass White, Louisiana
Marcus Whitman, Washington
Frances E. Willard, Illinois
Roger Williams, Rhode Island
Sarah Winnemucca, Nevada
John Winthrop, Massachusetts
Brigham Young, Utah

Speaker Boehner's Office Tour Overview (Remember NO PICTURES)

Begin by pointing out the *family room style* layout of the room.

- This very much embodies his leadership style.
 - Everyone's opinion weighs the same (whether it be the Chief of Staff or the lowly staffer).
- His humility comes from his background.
 - His father was a blue collar owner of a restaurant/pub and he grew up as the second oldest of 12 children.
 - After being honorably discharged from the Navy due to medical reasons he decides to attend Xavier University.
 - Completes his degree in 7 years as he is forced to work a number of odd jobs in order to pay for his tuition.
 - Meets his wife Debbie at the same time he is working as a night janitor.
- Perfect transition to the table of pictures to the right of the fireplace.
 - Centered is a picture of the Speaker and his wife
 - Other notable pictures
 - 10 of the 11 siblings on the day of his swearing in.
 - His wife and two daughters.
 - Golf photo with President George W. Bush.
 - His High School Football photo (connected to the letter from Gerry Faust on his desk).
 - Speaker Boehner and his High School friends (once again illustrating the humility that he maintains a very close relationship).
- Mention once again that the fireplace in his office is one of the 7 working fireplaces in the capitol and yes he does light it in the winter (folks on the 4th floor can attest to that).
- People will often ask about the monkey sitting in the center of the room.
 - Was given to the Speaker as a birthday gift after the joke was made that he was often just wound up like a doll by his political advisors every night and he would proceed to clap his hands only to have his advisors wind him up again the next day.
 - Shows his sense of humor.
- Move on to his Desk
 - First thing people will mention is the size (and the fact that he does not have a computer).
 - He owns an Ipad and most documents are sent to his tablet or smart-phone.
 - Mention the two plaques
 - IT CAN BE DONE
 - Same quote that sat on Reagan's desk during his presidency.
 - Point out the bust of Reagan on the table to the left.
 - Illegitimi Non Carborundum
 - Translates from Latin to "don't let the bastards wear you down".

- Every book on his desk he has in fact read and was a gift from the author themselves.
- Most importantly **The View-**
 - A reminder of how far he has come from very little.
 - If it ever gets old you need to start looking for a different job.
- Lastly before you exit point out the painting of what is now Statuary Hall when it was in use as The House Floor.
 - Will give the guests a great reference point when you are showing the Statuary Hall.

The Speaker's Balcony

- **OFFER TO TAKE A PICTURE!**
- Remind the guests that the Speaker's office only moved to the west side of the Capitol in 1994 when Newt Gingrich was voted in as the Speaker of the House.
- President Reagan was the first person to have his inauguration ceremony take place on the West Side of the Capitol looking down the national mall in 1981.
 - He did this because he wanted to be facing his home state of California as he was being sworn in.
- Remind our guests that to their left represents The House of Representatives and to the Right the Senate, they are standing between the two bodies of Congress.
- In comparison to the Speakers Office which is an elected position, the two Senate offices are awarded solely on seniority within the Senate.
- The Washington Monument is roughly 1.5 miles from The Capitol.
- The Lincoln Memorial directly behind the Washington Monument is roughly 2.4 miles from the capitol.
- Angled right is Pennsylvania Ave. and at the end of the street would be the White House if it wasn't covered by trees.
- The national mall is flanked by Smithsonian museums.

Speaker's Balcony Policy

- The balcony is always open to Members of Congress and their guests. Should they wish to see the view from the balcony after normal business hours or on the weekends, please let Maura Gillespie know and she can coordinate with SAA.
- While we are in session, balcony access is restricted to **ONLY** Members of Congress, Senator Leahy staff, House GOP Leadership staff, and our own Boehnerland staff and guests.
- When the House is not in session, the balcony is open to those listed above and staff with a congressional ID.
- We ask that all visitors stay within the ropes and stanchions posted out on the balcony.

And don't forget, the H-218 balcony is also open for Boehnerland staff and their guests to enjoy.

Please let Maura Gillespie or Kristene Blake know if you have any questions; they're happy to help!

SPEAKER'S OFFICE AND CONFERENCE OFFICE TOUR INFORMATION SPECIFICS

Notes on H-230 (the Speaker's Conference Room):

Bipartisan Foreign Dignitary meetings are hosted in this room (when Prime Minister Netanyahu visited, we hosted a lunch there). The Dalai Lama has also been hosted in that room.

The Speaker hosts his weekly ELC (Elected Leadership Committee) meetings in that room on the first day of votes each week.

In the cabinets along the back wall there are some gifts he has received from foreign dignitaries – such as vases from China and Taiwan. There is also a U.S. Flag flown in honor of his former Chief, Paula Nowakowski.

The room has one of the few working fireplaces in the Capitol.

The painting on the ceiling is the original artwork from over two hundred years ago, there is actual gold in the paint. They painted over the original during the Great Depression while the country was in financial ruins. It was considered "bad press" for the ceiling of the Capitol to be painted in gold when the country was in such poor shape. The painting was rediscovered in 1994 when Newt Gingrich was renovating the office.

HOUSE FLOOR BASICS

Rostrum Personnel and Their Function

The Rostrum is the elevated platform located on the south side of the House chamber where the Member serving as the presiding officer stands or sits while the House is in session, along with the staff tending to the needs of the presiding officer and the House.

Bill Clerk

The Bill Clerk is a member of the Clerk's staff who is usually seated next to the "hopper" on the lower tier of the dais. The bill clerk receives and processes bills, resolutions, and lists of cosponsors, texts of amendments, and communications to the House. The Bill Clerk is also responsible for processing constitution authority statements that are required to accompany bills.

Bills, cosponsor sheets, and constitutional authority statements are submitted directly to the hopper. Amendments for printing in the Congressional Record are to be placed in another box designated for the purpose on the lowest level of the rostrum.

Parliamentarian and Assistant Parliamentarians

The parliamentarian and his deputies are non-partisan appointees of the Speaker. The Parliamentarian counsels both the Speaker and individual members on the rules and precedents of the House. The Parliamentarian also makes recommendations to the Speaker on the referral of bills. A member of the Parliamentarian's staff is always in the chamber when the House is in session, including during special orders.

The Office of the Parliamentarian also prepares and publishes the rules and precedents, including the House Rules and Manual and House Practice.

Assistant Sergeant-at-Arms

The Assistant Sergeant-at-Arms carries the Mace, the symbol of authority in the House, at the beginning and end of each legislative day. That officer is responsible for bringing the chamber to order and preventing altercations.

Journal Clerk

The Journal Clerk compiles the daily minutes of house proceedings known as the Journal, which is not a verbatim transcript like the Congressional Record. The Journal is the official record of the House's proceedings required under the Constitution.

Tally Clerks

Another member of the Clerk's staff, the tally clerk, is usually seated to the left of the Clerk's lectern. The tally clerk operates the electronic voting, oversees the recording of votes on the House floor, receives reports of committees, and assigns report numbers (e.g. H. Rept. 112-123). The tally clerk also prepares the Calendars of the United States House of Representatives and History of Legislation. In addition to the "seated tally clerk," during the operation of the electronic voting system a "standing tally clerk" stands on the lowest level of the rostrum and collects votes cast via well cards and works with the seated tally clerk to ensure the accuracy of the vote.

Official Reporters

The Official Reporters of Debate transcribe a verbatim account of remarks made on the House Floor for inclusion in the Congressional Record. They also provide transcription services to certain committees, such as the Committee on Rules.

Reading Clerk

To the right of the Clerk's lectern are the reading clerks, who are responsible for reading aloud communications from the Senate, House bills, amendments, and other legislative matters. They are also responsible for tracking amendments adopted during consideration of a bill.

Clerk of the House

The Clerk of the House is an elected officer of the House, responsible for managing the day-to-day legislative operations of the institution. The Clerk is usually not on the rostrum, outside of ceremonial occasions, and this position on the rostrum is then occupied by the Clerk to the Parliamentarian.

Clerks to the Reporters

The Clerks to the Reporters produce the Congressional Record and collect written floor statements and extensions of remarks for inclusion in the Record. Members submitting an extensions of remarks should drop a signed copy in the box marked for the purpose on the right side of the rostrum's lower-level, and staff should email a copy of the remarks to extensions@mail.house.gov

Clerk to the Parliamentarian

The Clerk to the Parliamentarian is the official time keeper for the legislative proceedings. The individual fulfilling this function identifies Members for the presiding officer, ensures that the rostrum personnel have all needed House documents, and tracks the use of time in debate.

Other Important Floor Personnel and Cloakroom Personnel

The Democratic and Republican Cloakrooms provide a variety of services to members of each caucus. The Republican Cloakroom provides members with up to date information on the legislative program and the progress of debate on the Floor. The Cloakroom also maintains phone booths and computer workstations for members to use while on the Floor. Finally, the Cloakroom is the point of contact for receiving "leave of absence" from members who are not present on a particular day, as well as scheduling 5-minute speeches for morning hour debate or special order speeches (other than the Leadership hours). For updated information on what is happening on the Floor, the Republican Cloakroom maintains a website at <http://repcloakroom.house.gov/>.

Members or staff may send bills (with the accompanying Constitutional authority statement), cosponsor sheets and materials for the Congressional Record to the House Republican Cloakroom via inside mail or deliver them directly to the cloakroom (H-223, The Capitol). Items for the Hopper and Congressional Record may also be brought to the Floor while the House is in session and given to Chamber Security personnel at the Main Door to the Chamber. During Special Orders and Recesses the materials may be dropped off in the Speakers Lobby.

Floor Assistants

Each of the leadership offices with floor responsibilities (Speaker, Majority and Minority Leaders, and Majority and Minority Whips) have floor assistants stationed on the House floor to assist members during the consideration of legislation and voting. Floor assistants can often answer questions regarding the schedule, leadership, or committee positions on bills, and advise members on a particular parliamentary process or procedure.

Each office's floor assistants have specific responsibilities as well. For instance, one of the Speaker's floor assistants is responsible for scheduling members to serve as presiding officers during debate, while the Whip's floor assistants operate the electronic voting system computer at the leadership table.

Committee Staff

When the House is considering a bill, staff from the primary and additional committees of jurisdiction are on the floor. Their job is twofold: first, they assist the Republican bill manager with allocating debate time and participation in debate, and second, they have a greater degree of understanding of the substance of the bill under consideration, and can often answer Member questions regarding the bill.

INTERN PROJECT

Please add any additional information or advice you believe would be helpful to new interns. This is a long-term project and should be worked on throughout your tenure as an intern. We realize that not everyone has been exposed to the legislative process and that we may have forgotten small details that would really help transition legislative interns into their new position.

Thank you for your help!
Maddie Milam, Grant Gardner and Will Miller

CAPITOL TOURS

By Summer Interns 2009



- The foundation stone was laid by George Washington in 1793.
- Congress has met in the Capitol since 1800.
- Final additions were completed in 1868.

1

GENERAL TOUR DIRECTIONS

- After you have collected your group at the Statue of Freedom and distributed CVC visitor passes and Gallery passes, proceed up the stairs to the escalators.
- Take the escalators up to the Crypt to begin the tour.
- From the Crypt, proceed to the Old Supreme Court Chamber, and then up the stairs of the Small Senate Rotunda and through the Old Senate Chamber.
- Continue through to the Rotunda and then to National Statuary Hall.
- The tour ends when you lead your group back through the Rotunda and down the central stair case to the Crypt.
- Lead your group back down the escalators and escort them to the line for the House Gallery.

1

THE STATUE OF FREEDOM



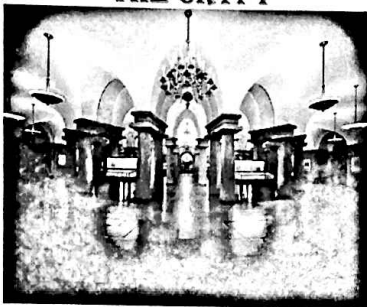
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THE STATUE OF FREEDOM

- The model in the CVC was used to cast the original bronze statue that is on top of the Capitol.
- Tallest statue in Washington, DC. No other statue in DC can be taller – the statue of freedom stands at 19.5 ft tall.
- Classical female figure representing ideal of freedom.
- It faces east to protect America from its foe (at the time) Great Britain.
- It weighs 15,000 pounds.
- Placed atop Capitol in 1863.
- Jefferson Davis objected to the sculptor's intention to include a liberty cap (the symbol of freed slaves) so it was replaced with a crested Roman helmet.

2

THE CRYPT



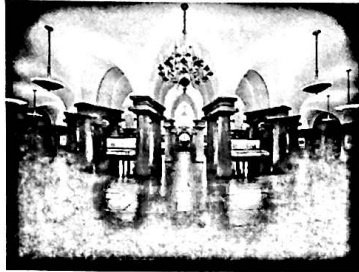
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THE CRYPT

- It was the intended burial spot of George Washington, however, he died before the Capitol was completed. When the architects decided to retrieve his body, they were presented with his Last Will and Testament, stipulating that he was to be buried at Mt. Vernon, his estate.
- A "crypt" is a chamber or vault beneath the main floor. (The use of the room now is simply a walkway, but there is still an empty tomb below.)
- The center of the Crypt is the center of the Capitol, and was once the center of the city. It divides DC into the four quadrants, and was the reason for planning, "all roads lead to the Capitol."

3

THE CRYPT



4

THE CRYPT

- The 40 Doric columns in this room help support the 9 million pound Rotunda directly above us.
- Originally had a 10-ft hole in ceiling to Rotunda; hole closed in 1828.
- There are a few statues on the outer circle; these are a part of the Statuary Hall collection, and you will see more throughout the rest of the Capitol.
 - Each state can contribute 2 statues of a prominent person in its history. The only qualification is that the person be dead. Statues are made of either bronze or marble.

4

THE OLD SUPREME COURT



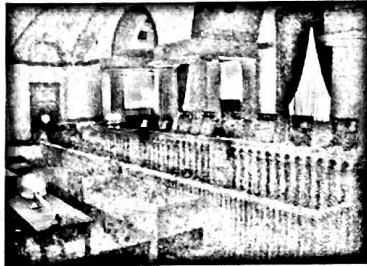
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THE OLD SUPREME COURT

- Convened here from 1810-1860.
- Chief Justice John Marshall established concept of constitutional law here.
- Feature cases argued here involved civil rights, interstate transportation, and concept of judicial review
 - *McCulloch vs. Maryland*, 1819 - Established doctrine of congressional implied powers.
 - *Dred Scott vs. Sanford*, 1857 - Held that a slave represented property and had no citizen rights.
- Chief Justice Roger Taney commissioned the large clock on the back wall—he had it set 5 minutes early so that his court would always run on time. The clock in the Supreme Court now is still set 5 minutes early to this day.
- When the Supreme Court met here, there was no time limit on how long a lawyer could argue, the longest case lasted 53 hours.

5

THE OLD SUPREME COURT



THE OLD SUPREME COURT

- The "Bar" in front of the justices is a "sword's length" away to protect them from angry defendants who might storm up. The only people allowed to approach the bench and "pass the bar" were lawyers. This is where we get the saying today. (rumor, but good story)
- The justices' chairs vary in shape and size due to personal preference (5 out of 9 of the desks date back to the 19th century).
- Thomas Jefferson was inaugurated here.
- This room has one of the first vaulted ceilings in America.
- Over half of the furnishings are original to this room.
- Visitors were allowed to sit in and watch cases in the rows surrounding the lawyers—Dolly Madison was a regular while serving as First Lady.

THE CHANDELIER SMALL SENATE ROTUNDA



6

THE CHANDELIER SMALL SENATE ROTUNDA

RUMORS of where the chandelier came from:

- Taken off the Titanic right before it set sail.
- Stolen from a British ship during the Revolutionary War.
- It was once a fixture in the Kennedy home.

THE TRUTH of where the chandelier came from:

- It was in a Baltimore theater (1925), later moved to a church on Capitol Hill in 1951, and purchased in 1965 for \$1500 before the church was demolished.
- The chandelier contains 148 light bulbs, 14,500 crystals, and weights 2,000 pounds.
- This room was part of the original section of the Capitol.
 - Tobacco leaves and blossoms at the top of the columns are symbolic of America's early economy and prosperity.

6

THE ROTUNDA



7

THE ROTUNDA

- The Rotunda was completed in two separate phases. The original dome was finished in 1826. When the Capitol was extended in the 1850s, so was the dome, to prevent architectural awkwardness. It was finally complete in 1866.

FACTS

- The Rotunda is 200 feet tall and can fit the Statue of Liberty inside with room to spare.
- It is the 2nd tallest dome in the nation, next to the Texas Capitol.

USES

- Ceremonial functions such as the unveiling of a new statue, lying in state of distinguished citizens:
 - 1st person: Henry Clay
 - 1st President: Abraham Lincoln
 - 1st civilian: Rosa Parks
 - JFK's viewing line was 40 blocks long
- Connects the Senate and the House sides

7

THE CANOPY



8

THE CANOPY

- 4,600 square foot fresco painting, "The Apotheosis of Washington," depicts Washington ascending into the heavens in glory

- It was painted by Constantino Brumidi at the end of the Civil War, and took 11 months to complete.
- Washington is seated opposite of the banner entitled "E Pluribus Unum," meaning, "Out of many, one". To his left is the goddess of Liberty, and to his right is the goddess of Fame. Surrounding them are 13 maidens, representing the 13 original colonies.

8

THE CANOPY



9

THE CANOPY

- Six groups of figures line the perimeter of the canopy; they are historic events in American history intertwined with Roman/Greek mythology
 - War - Armed Freedom and the eagle defeating Tyranny and Kingly Power
 - Science - Minerva teaching B. Franklin, Robert Fulton, and Samuel F. B. Morse
 - Marine - Neptune and Venus holding the transatlantic cable (which was laid at time fresco was painted)
 - Commerce - Mercury handing bag of money to Robert Morris, financier of American Revolution
 - Mechanics - Vulcan producing a cannon and steam engine
 - Agriculture - Ceres seated on McCormick Reaper

9

THE FRIEZE



10

THE FRIEZE

- Traces over 400 years of history from the landing of Columbus to the first flight by the Wright brothers (18 events altogether)
- The frieze is painted in *grisaille*, a monochrome of whites and browns that resembles sculpture. It measures 8 feet 4 inches in height and approximately 300 feet in circumference. It starts 58 feet above the floor.
- Constantino Brumidi, an Italian artist, designed the frieze and began work on it in 1878 at the age of 73. He completed over 75% of the frieze until his death in 1890.
- Filippo Costaglini completed the remaining 8 scenes, but because of miscalculations, a gap of 31 ft remained. Costaglini hoped to fill it with three of his own scenes, but Congress never approved his designs. So...he left his mark as a protest above his signature in the form of a self-portrait (located at the base of the tree behind the 6 soldiers).
- The gap remained until Allan Cox filled in the last 3 scenes to complete the frieze in 1953.

10

PAINTINGS



11

PAINTINGS

Sequence of 8 scenes begins at west door and continues clockwise around Rotunda

- **EARLY COLONIZATION** (Painted by various artists)
 - Discovery of the Mississippi
 - Landing of Columbus
 - Embarkation of the Pilgrims
 - Baptism of Pocahontas
- **AMERICAN REVOLUTION** (Painted by John Trumbull)
 - Signing of Declaration of Independence
 - Battle of Saratoga (France becomes our ally)
 - Surrender of Lord Cornwallis at Yorktown
 - George Washington gives up his military commission (sought democracy over military dictatorship)

11

PAINTINGS



12

PAINTINGS

- **Discovery of the Mississippi by DeSoto**
 - By William H. Powell (1847)
 - Shows Spanish conqueror and explorer Hernando DeSoto, riding a white horse, the first European to view the Mississippi River, in 1541.
- **Landing of Columbus**
 - By John Vanderlin (1836)
 - Christopher Columbus is shown landing in the West Indies, on an island that he named San Salvador, on October 12, 1492.
 - He raises the royal banner, claiming the land for his Spanish patrons, and stands bareheaded, with his hat at his feet, in honor of the sacredness of the event.

12

PAINTINGS



13

PAINTINGS

• Embarkation of the Pilgrims

- By Robert W. Weir (1837)
- Protestant pilgrims are shown on the deck of the ship *Speedwell* before their departure for the New World from Delft Haven, Holland, on July 22, 1620.
- The prominence of women and children suggests the importance of the family in the community.

• Baptism of Pocahontas

- By John Gadsby Chapman (1837)
- The baptism took place before her marriage to Englishman John Rolfe, (not John Smith who Disney said she married) who stands behind her.
- Their union is said to be the first recorded marriage between a European and a Native American.
- The scene symbolizes the belief of Americans at the time that Native Americans should accept Christianity and other European ways.

13

PAINTINGS



14

PAINTINGS

• Signing of Declaration of Independence

- By John Trumbull (1817)
- July 4, 1776. The committee that drafted the Declaration of Independence—John Adams, Roger Sherman, Robert Livingston, Thomas Jefferson—presenting the document, and Benjamin Franklin—standing before John Hancock, the President of the Continental Congress.
- Painting commissioned by Jefferson (his hands hold the document, his foot on top of John Adams). Feet separated when put on back of \$2 bill.
- Trumbull in painting on left; only one looking in the opposite direction.

• Surrender of General Burgoyne

- By John Trumbull (1817)
- A turning point in the Revolutionary War that prevented the British from dividing New England from the rest of the colonies.
- The central figure is the American General Horatio Gates, who refused to take the sword offered by General Burgoyne, and, treating him as a gentleman, invites him into his tent.

14

PAINTINGS



15

PAINTINGS

- **Surrender of Lord Cornwallis**
 - By John Trumbull (1817)
 - The surrender of the British at Yorktown, Virginia, on October 19, 1781, ended the Revolutionary War.
 - Trumbull placed American General Benjamin Lincoln at the center on a white horse, with French officers on the left and Americans on the right, led by General Washington on the brown horse.
 - The British are represented by British officers, but Lord Cornwallis himself was not present.
- **General George Washington Resigning his Military Commission**
 - By John Trumbull (1817)
 - This action was of great significance in establishing civilian rather than military rule, leading to democracy rather than dictatorship.
 - Historical inaccuracy: Mrs. Washington and her three grandchildren are shown watching from the gallery (women would have never attended an event like this).
 - Historical inaccuracy: the balcony never existed in the State House of Annapolis, however, it was built after this painting became famous.

15

STATUARY HALL



16

STATUARY HALL

- Served as the House of Representatives from 1800-1857.
 - Votes over slavery, territorial expansion, states' rights vs. federal rights, and the War of 1812 was declared here
- 7 brass plaques on floor mark desk locations of Presidents who served in the House.
- Dubbed "The Whispering Room" for symphonic issues (Ex. John Adam's desk).
- Served as barracks for Union Army during the Civil War.
- Dubbed Statuary Hall in 1864; 38 statues on display.
- Barack Obama had his inauguration lunch in this room.

16

FLORIDA STATUES



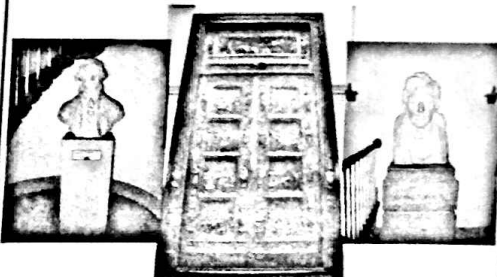
Dr. John Gorrie
Inventor of Air Conditioning
& the Ice Machine
(Statuary Hall)



Gen. Edmund Kirby Smith
Confederate Army Hero
(Congressional Auditorium)

17

EAST WING OF THE CAPITOL



18

EAST WING OF THE CAPITOL

Point out a few things here...

- Bust of George Washington
 - The most accurate depiction of Washington to date
- Bust of Abraham Lincoln/Plaque to Union Army
 - Dedicated to the armed services during the Civil War
- Plaque in memory of 2 Capitol police officers – victims of the 1998 shooting
 - Officer Jacob Chestnut and Detective John Gibson
- The Amateis Bronze Doors
 - Completed in 1910 (never actually used for any of the doorways)

18

LAST BUT NOT LEAST...

- Escort the guests to the entrance of the House gallery item line and give them their passes.
 - No electronics allowed! (Advise women to just leave their purses)
- Remind them of the tunnel to the Library of Congress if they wish to visit it

19



Made Possible By
Summer 2009 Interns
Merry Mac Miller & Erica Durrance

19
